HEALTH CARE FINANCING ADMINISTRATION
Office of Information Services
Business Systems Operations
Division of Managed Care Systems

PLAN COMMUNICATIONS

USER'S GUIDE

(Release 8 / June 1998)

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LIST OF CHANGES/RELEASES

RELEASE 1	September 23, 1993	New Script file in place. Changes to Preparing your PC for Communication to reflect new send command.
RELEASE 2	September 1, 1994	Update commands. Add SECTION 5. GROUCH.
	January 1, 1995	Update instructions/screens in Sections 1, 3, 4, and 5. Update record layout(s) in APPENDIX C.
RELEASE 3	November 10, 1995	Added Working Aged online and batch information (Sections 2, 3, 4 and Appendix C). Added changes for AAPCC files (Sec. 3, Sec. 4, App. C). Modified telephone numbers and addresses to match single site and added personnel (Sec. 2, 3, 4, 5). Added new Section (6: ACR/BIF). Added new appendix (I. ACR/BIF Sample Reports). Made minor corrections to various sections. Added blank pages where necessary to standardize printing.
	May 20, 1996	Minor additions and corrections to various sections.
RELEASE 4	December 20, 1996	Added new screens and modified instructions to Section 6 (ACR/BIF functions). Modified ACR Status Report. Converted document into WordPerfect 6.1 format.
RELEASE 5	May 19, 1997	Added Monthly Membership (Detail) and the Monthly Membership Summary reports to Section 5. Added new record layout information on Monthly Membership reports to Appendix C.

RELEASE 6	August 11, 1997	Added new contact person and updated "Request for Access to the HCFA Data Center" form information (Sections 1, 2, 3, 5 and Appendices B, C, and H). Made minor corrections to various sections.
RELEASE 7	January 1998	Updated Section 4 to include new function (View Beneficiary Factors) and updated screens in McCoy System. Made minor corrections to other sections.
RELEASE 8	June 1998	Added new Sections 1.4 through 1.6; modified Sections 2.3.2, 2.3.6, 2.3.7, 2.4, and 2.4.2; added new Sections 3, 4, and 5; changed previous Sections 4, 5, and 6 to new Sections 6, 7, and 8. Expanded Appendix A; made minor corrections to other sections; added Appendix J.

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SECTION 1. INTRODUCTION

1.1 Overview

Plan Communications for the Group Health Plan (GHP) redesign provides for electronic communications between the Health Care Financing Administration (HCFA) and the Managed Care Plans (MCP), referred to as Plans. The Plans transmit enrollment, disenrollment, and correction data (transaction codes 61, 51, and 01, respectively) to the HCFA Data Center (HDC) daily, where it is backed up and saved for monthly processing. The Plans have limited access to the Managed Care Option Information System (MCCOY), the GHP online system, to view exceptions and enrollment information for their Plan. MCCOY also permits the Plans to track the receipt and disposition of their transmissions to the HDC.

The Plans have access to the GHP Report Output User Communication Help (GROUCH) System to receive their reports electronically.

1.2 HDC Communications

According to the HDC, there are three primary ways to exchange data with the HDC:

1. For interactive queries of the 3270-type, small reports under 20 pages, and low volume file transfers under one megabyte, the package of choice is RENEX's RLINK Version 4 (RLINK4) (see Section 4, Using the EFTS). RLINK4 provides 3270 terminal emulation and file transfer through HCFA's RENEX protocol converters.

   To access the HDC, you need an HDC User ID and password, an accounting code, and an FTS2000 Packet Switch Service (PSS) User ID and password. To receive the HDC User ID and password, fill out the "Request for Access to the HCFA Data Center" form (see Appendix B for form and instructions) and send it to the following person:

   Mrs. Joanne Weller
   Room C4-15-20
   7500 Security Boulevard
   Baltimore, MD 21244

   The request form may be faxed to Mrs. Weller at (410) 786-0322. The entire form must be legible to be valid. When your HDC User ID has been issued, you will receive the RLINK4 package and instructions for accessing the HDC through a special 800 number for immediate temporary access. You will then receive your FTS2000 PSS information in about four to six weeks, at which time your authorization to use the 800 number is revoked.

Note: RLINK software upgrades not labeled GHPUTILITY do not contain all of the files necessary to complete the data upload process. These upgrades can be installed but only used to access other HDC systems such as MCCOY and GROUCH.

2. For interactive queries of the 3270-type, medium reports under 50 pages, and medium volume file transfers of one to five megabytes, the package of choice is NDM-PC (Network Data Mover - Personal Computer Version - see Section 2) from Sterling Software. NDM offers 3270 emulation and a superior file transfer capability.

   To access the HDC, you need an HDC User ID and password and an NDM ID. To receive the HDC User ID and password, fill out the "Request for Access to the HCFA Data Center" form and send it to Mrs. Joanne Weller (see the address in Item 1).

3. For interactive queries of the 3270-type, large reports over 50 pages, and large volume file transfers over five megabytes, the package of choice is NDM Mainframe (Network Data Mover - Mainframe Version) from Sterling Software. NDM offers 3270 emulation and a superior file transfer capability.

   To access the HDC, you need an HDC User ID and password and an NDM ID. To receive the HDC User ID and password, fill out the "Request for Access to the HCFA Data Center" form and send it to Mrs. Joanne Weller (see the address in Item 1).

1.3 Specifications for Modems

If you need to purchase a new modem, the following specifications provide guidance for acquiring a modem that meets all communications needs for the foreseeable future:

1. Asynchronous and synchronous operation at 14400 bytes per second (bps) full duplex over a two-wire dial-up line with fallback to 1200 bps, 9600 bps, and 4800 bps using CCITT V.32 bis compatible modulation.

2. Asynchronous and synchronous operation at 9600 bps full duplex over a two-wire dial-up line with fallback to 4800 bps using CCITT V.32 compatible modulation.

3. Asynchronous operation at 2400 bps full duplex over a two-wire dial-up line using CCITT V.22 bis compatible modulation.

4. Asynchronous operation at 1200 bps full duplex over a two-wire dial-up line using CCITT V.22/Bell 212A compatible modulation.

5. CCITT V.42 bis error correction and data compression.

6. Microcom Networking Protocol (MNP) Level 5 error correction and data compression.

7. Hayes compatible "AT" command set.

Asynchronous operation is needed when using the RLINK4 terminal emulation package. Synchronous operation is needed when using the NDM package.

If you already have a modem meeting specifications 2 through 7 (above), you do not need to procure a new modem at this time to use RLINK4. Currently, 9600 bps is the fastest speed the Government's FTS2000 Packet Switch Service (PSS) can handle. However, the minor cost difference between V.32 and V.32 bis modems makes the faster modems a better choice in the long run.

1.4 Points of Contact

RACF / USER QUESTIONS

Contact the Center of Health Plan and Providers (CHPPS), Health Plan Payment and Operations Support (HPPOS) personnel by voice mail for information about the following topics:

- Establishing New User IDs to Access the HDC
- Changes (such as Access Updates, Name Changes, and User ID Uploads)
- Resetting of Passwords
- Faxed Copies of the HDC Forms

The DMCS Action Desk e-mail address is *DMCS/ActionDesk@hcfa.gov*.
The DMCS Action Desk phone number is (410) 786 - 6370.
The DMCS Action Desk fax number is (410) 786-0262.

OPERATIONAL/DATA ISSUES

Contact the Center of Health Plan and Providers (CHPPS), Health Plan Payment and Operations Support (HPPOS) personnel by voice mail for information about the following topics:

- Data Standards
- Quality Control Type Information

The HPPOS Action Desk phone number is (410) 786 - 7613.
The HPPOS Action Desk fax number is 786-0322.

SYSTEMS AND RELATED QUESTIONS

Contact the DMCS Action Desk by e-mail or voice-mail for systems information and related questions.

The DMCS Action Desk e-mail address is *DMCS/ActionDesk@hcfa.gov*.
The DMCS Action Desk phone number is (410) 786 - 6370.
The DMCS Action Desk fax number is (410) 786-6370.

PRINTING PROBLEMS (McCOY)
Contact the DMCS Action Desk by e-mail or voice-mail if you are having difficulty printing reports.

The DMCS Action Desk e-mail address is *DMCS/ActionDesk@hcfa.gov*.
The DMCS Action Desk phone number is (410) 786 - 6370.
The DMCS Action Desk fax number is (410) 786-6370.

1.5 Flow of the Plan Communications Guide

The Plan Communications User Guide has been expanded to include the following information:

- Chapter 1. Introduction provides general information about communications between HCFA and the Managed Care Plans. This chapter explains how to exchange data with the HDC and who to contact regarding policy, procedural, and system questions.

- Chapter 2. NDM User Instructions provides information on how to transmit and receive GHP enrollment, disenrollment, and correction information through the use of NDM software. This chapter includes instructions for installing and using NDM software for the mainframe and the PC .

- Chapter 3. Logging onto the HDC provides information about the hardware and software you need to communicate with the HDC. This chapter also describes your responsibilities as an HDC user, and tells you what to do and who to contact in case a communications problem occurs.

- Chapter 4. Using the EFTS provides detailed instructions on how to use the Electronic File Transfer System (EFTS) software to electronically transmit enrollment and disenrollment information.

- Chapter 5. Data Transmission Using RLINK4 provides detailed instructions on how to use the RLINK4 utility software to upload enrollment and disenrollment records from your PC to the HDC mainframe.

- Section 6. Using MCCOY provides detailed instructions on how to use the online MCCOY database system to view GHP beneficiary information, input Working Aged transactions, and receive electronic file transmissions.

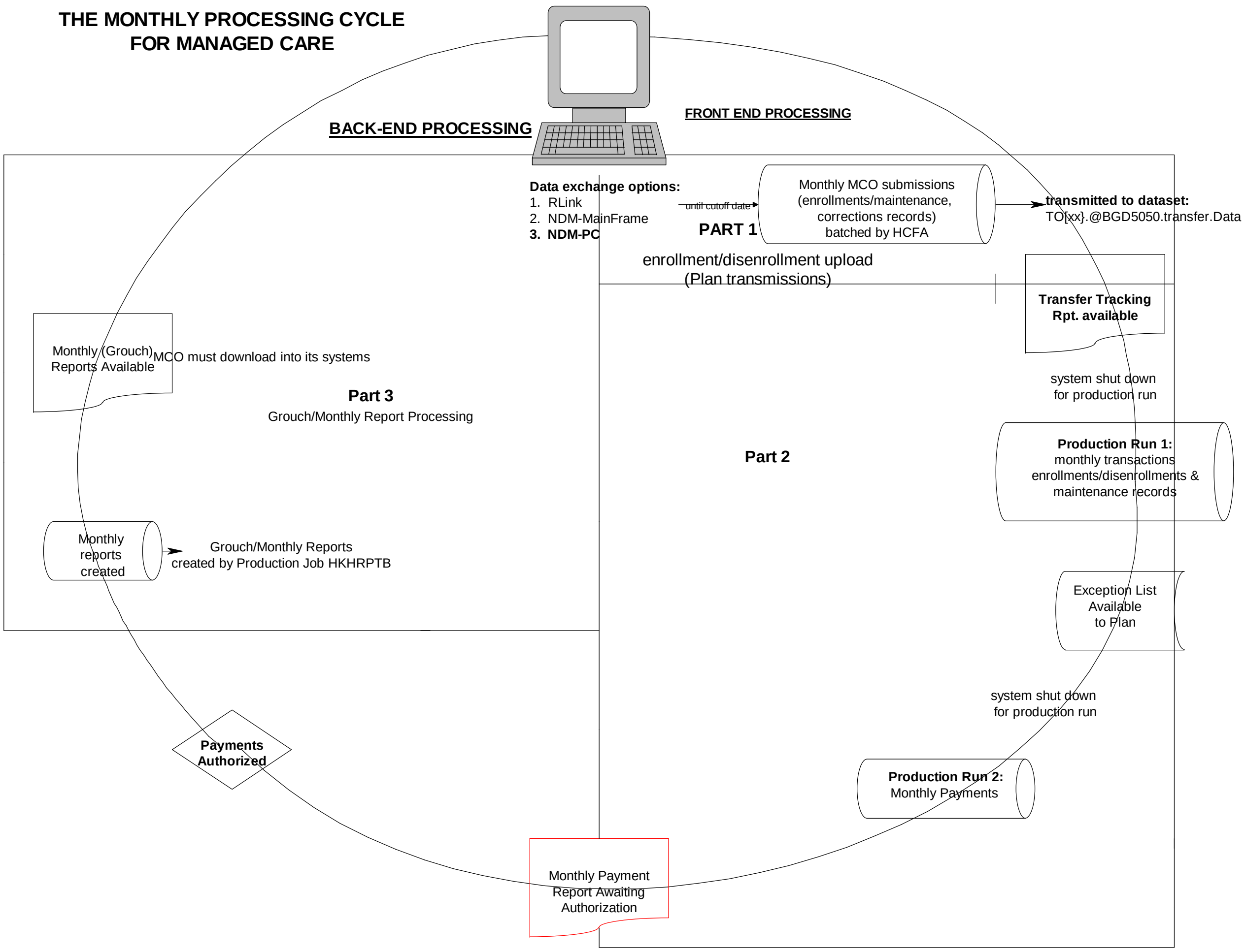
- Section 7. Using the GROUCH System provides detailed instructions on how to use the online GROUCH system to select GHP reports for electronic transmission.

- Section 8. Using the ACR/BIF Functions of the PICS System Due to lack of plan use, this section has been discarded. Separate instructions can be issued if needed.

The Appendices contain a wealth of supplementary information pertaining to Plan Communications, including the following topics:

- Appendix A. Glossary of Terms contains a list of acronyms used throughout this User Guide and their definitions.
- Appendix B. Request for Access to the HCFA Data Center contains a copy of the form that is used to request access to the HDC.
- Appendix C. Record Layouts contains the record layouts for the various Managed Care files.
- Appendix D. Transmission Schedule identifies the recommended times to transmit data.
- Appendix E. Explanation of Messages identifies the messages you may receive once your data is transmitted to the HDC.
- Appendix F. Removing RLINK4 Files contains instructions for removing RLINK4 files.
- Appendix G. RACF Administrators identifies Regional Administrators for the Computer Facility.
- Appendix H. Troubleshooting Connection Problems helps you to identify and resolve problems that may occur while establishing a connection to the HDC.
- Appendix I. ACR/BIF Sample Reports Due to lack of plan use, this section has been discarded. Separate instructions can be issued if needed.

1.6GHP Monthly Cycle Diagram



SECTION 2. NDM USER INSTRUCTIONS

2.1 Direct Electronic Communication

The direct electronic exchange of enrollment, disenrollment, and correction information to and from HCFA is supported by communications software, NDM for Mainframes and NDM for Personal Computers. Plans decide which method of communication fills their needs for transmitting and receiving plan information. NDM must be purchased from the vendor, Sterling Software. Sterling Software can be reached at 1-800-292-0104.

For using NDM, refer to your NDM manuals.

2.1.1 NDM - Mainframe (Host)

This software is used to transmit and receive information from mainframe to mainframe between the plan and HDC. This means of transmitting data is recommended for the Plans that transmit or receive over five million bytes per session.

2.1.2 NDM - PC

This software is used to transmit and receive information between the PC and the mainframe at HDC. The option is recommended for the Plans that transmit or receive more than one million bytes but less than five million bytes per session.

2.2 User Responsibilities

All users of NDM have responsibilities that must be fulfilled in order to support the system's functioning. Other than the obvious hardware and software maintenance, you are responsible for supplying HCFA with information about your organization, your users, and testing.

Although testing and the supply of information primarily apply to the setup stage of the system, your responsibility does continue into the operational phase. Information must be updated as changes occur in your organization, and any information regarding the operation or malfunction of the system must be reported. Test procedures must be repeated after alterations to the system components are made, such as the installation of updated software or changes in hardware. You may also need more testing when your personnel changes.

2.3 Getting Started

2.3.1 Installation Instructions

When a Plan decides to use NDM or NDM-PC, it must contact the HCFA Action Desk to request the initial NDM or NDM-PC setup. A request for HDC and NDM User IDs will then be processed. Appendix B contains a request form for access to the HDC. Getting a dedicated line takes approximately eight weeks. The initial setup of NDM / NDM-PC to verify connectivity to HDC is coordinated by the HCFA Action Desk.

For initial setup of NDM or NDM-PC, your contact numbers at the HCFA Action Desk are as follows:

Outside Maryland	1-800-562-1963
Within Maryland	1-410-786-2580

Once the Plan receives its User ID, it can test the connectivity with HDC through the HCFA Action Desk, which gives the Plan a process by which to transfer data. The HCFA Data Center then submits a job to capture the Plan data for monthly processing. When the monthly processing is complete, reports are available for the Plans to receive electronically.

For testing of the process and system problems, contact the following:

DMCS Action Desk	1-410-786-6370

For other questions, your contact is the following:

Joanne Weller	1-410-786-5111

2.3.2 Logging onto the HDC

Your first communication with the HCFA computer occurs when you log on to the HDC. Follow the instructions here to guide you through this process. Because the HDC Logon screen is subject to change, you are given two sets of instructions. Choose which directions to follow according to the initial screen or prompt you receive after making a connection.

2.3.3 Dial-Up User Verification

After making a telecommunication connection, first-time users of the FTS2000 network see a series of screens relating to the network (if you are using the 1-800 access number, the FTS2000 network access is not available to you). An informational screen follows, and a request for user data verification is displayed. Review your organization's information and enter any necessary changes. This information is used for any further distribution purposes, so its accuracy is vital to your future participation in telecommunications with HCFA. If you need access to this screen for future updates, call the HCFA Action Desk. After exiting by holding the <ALT> key down and pressing 3, you may have to press the <ENTER> key to continue with your HDC logon. (Pressing <ALT> and a number is the equivalent of pressing a PF Key on the 101 Keyboard.)

2.3.4 Menu Logon Instructions

If the initial display is a full-screen HCFA logo, use the following logon instructions:

1. When you see the HCFA Data Center's logo screen, enter your HDC ID and the password assigned to you where prompted at the bottom of the screen. (You receive a four-character password from HCFA for your first logon use.) Enter that HCFA password and then change it by entering a new password (your own password must be at least four characters but no more than eight characters) in the space provided. The system then prompts you to repeat your new password. Follow instructions and re-enter your new password. You must use your new password in the following screens. Press the <ENTER> key when you are finished.

2. A screen with a menu of options displays on your terminal. Select Option 1 (TSO) by typing 1 and pressing <ENTER>.

3. A single line prompt displays for your ID. Type your ID and press <ENTER>. Your ID is a four-character string TOXX or TAXX (where XX are alphanumeric characters).

4. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your new password. Proceed by moving down to the space after the next prompt for ACCT NMBR==> using the <TAB> key or pressing <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. If prompted, type your accounting number, an eleven-character number that resembles the number 7XX7XX95000. Press <ENTER>.

   Note: First time users should add the following executable command:

   EX ‘OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)’
   If not entered, the user will be taken directly to the READY prompt.

```
------------------------------  TSO/E  LOGON ---------------------------------
PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention    PA2 ==> Reshow
You may request specific HELP information by entering a '?' in any entry field.
    ENTER LOGON PARAMETERS BELOW:                   RACF LOGON PARAMETERS:

    USERID    ===> TPXX

    PASSWORD  ===>                                  NEW PASSWORD ===>

    PROCEDURE ===> $TSUSER                          GROUP IDENT  ===>

    ACCT NMBR ===> 7XX7XX95000

    SIZE      ===> 2048

    PERFORM   ===>

    COMMAND   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'


    ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

           -NOMAIL         -NONOTICE         -RECONNECT        -OIDCARD
```

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command.

2.3.5 Prompt Logon Instructions

Use the following logon instructions if the initial display is a prompt saying "THIS IS THE HCFA DATA CENTER, HOW MAY WE HELP YOU?"

1. When you see this prompt, type LOGON [your ID] and press <ENTER>.

2. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your password and either (a) move down to the space after the prompt ACCT NMBR ==> by using the <TAB> key or (b) press <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. Type your accounting code and press <ENTER>.

   Note: First time users should add the following executable command:

   EX ‘OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)’
   If not entered, the user will be taken directly to the READY prompt.

```
------------------------------  TSO/E  LOGON ---------------------------------
PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention    PA2 ==> Reshow
You may request specific HELP information by entering a '?' in any entry field.
    ENTER LOGON PARAMETERS BELOW:                   RACF LOGON PARAMETERS:

    USERID    ===> TPXX

    PASSWORD  ===>                                  NEW PASSWORD ===>

    PROCEDURE ===> $TSUSER                          GROUP IDENT  ===>

    ACCT NMBR ===> 7XX7XX95000

    SIZE      ===> 2048

    PERFORM   ===>

    COMMAND   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'


    ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

           -NOMAIL         -NONOTICE         -RECONNECT        -OIDCARD
```

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command.

Note: **The HDC password must be changed every 60 days because it expires. In NDM/NDM-PC, the password does not expire. We recommend that you change your password on the HDC and NDM at the same time to prevent the transfer process from failing. The mainframe will also prompt the user to change the password XX days prior to expiration. Three erroneous logon attempts will result in termination of password.**

2.3.6 Enrollment Data Transmission (Testing)

Before you send any test transmission, contact the DMCS Action Desk at 410-786-6370 to schedule testing. For the proper record layout, see Appendix C. **Be aware** that a header record must be included at the beginning of your transmission file. To test the transmission, use the following test file (where TOXX is replaced with your User ID):

'TOXX.@BGD5050.TRANSFER.TEST'

For your test transmission, follow these steps:

1. Log on to HDC and enter the TSO option.

2. To browse your mainframe file, follow these steps:

    a. After logging on or completing other work on the mainframe, while at the host command level with the READY prompt, type ISPF 1 and press <ENTER>. If you are at the ISPF/PDF PRIMARY OPTION MENU, type "1" at the OPTION===> prompt and press <ENTER>. A **news message** will appear before the READY prompt.

    b. You should see a screen labeled BROWSE-ENTRY PANEL. Use your <TAB> key to move the cursor down to a section labeled "FOR OTHER PARTITIONED DATA SETS". At the prompt DATA SET NAME ===>, type the name of the file to which you are transmitting at HDC.

    c. If you want to test the transmission, type @BGD5050.TRANSFER.TEST and press <ENTER>. If you are transferring for production, type @BGD5050.TRANSFER.DATA and press <ENTER>.

    d. You see your file on the HCFA mainframe. To page up or down through the file, hold down the <ALT> key while pressing 7 (up/back) or 8 (down/forward). While in this facility, you cannot make any changes to the data; you can only verify its accurate transmission.

    e. To exit, type =X on the command line and press <ENTER>.

    f. To exit RLINK4, hold down the <ALT> key while pressing X. Then follow the instructions on the screen.

    g. If asked to press the <QUIT> key, hold down the <ALT> key while pressing Q.

3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten. Wait at least an hour to attempt transmission again and refer to the schedule transmission in Appendix D to find the best times for transmission.

4. After you determine that the transfer is successful, browse your file at the HDC to ensure that all the data was received.

2.3.6.1 NDM Processes and Setup for Testing (Enrollment)

Two NDM processes, NDMWORKS and NDMWORK1, are used to transmit test enrollment data. These processes are described in the following subsections.

2.3.6.2 NDMWORKS

The NDMWORKS process is executed at the Plan site and programmed on the Plan site's mainframe. This process is usually executed in the batch program Job Control Language (JCL) environment. The Plan programmer can select any name for the NDMWORKS process.

NDMWORKS Process Code

```
PROCNAME        PROCESS     PNODE=XXX.XXXX
                            SNODE=NDM.HCFA
                            SNODEID=(TWXX,XXXX)
                SUBMIT      DSN=OG00.@BGD5080.JCLLIB(NDMTOXXT)
                            &DSN1=XXX.XXX.XXXX
                            &DSN2=TOXX.@BGD5050.TRANSFER.TEST
                            SUBNODE=SNODE
```

The Plan programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The Plan's node name.
SNODEID:	The Plan's HCFA "TW" ID and password, as issued by HCFA.
SUBMIT:	The DSN (data set name) should read as follows: OG00.@BGD5080.JCLLIB(NDMTOXXT)
&DSN1:	This is the **sending** DSN that resides on the Plan's mainframe.
&DSN2:	This is the **receiving** DSN that resides on the HCFA mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the NDMTOXXT.

2.3.6.3 NDMWORK1

The NDMWORK1 process is executed at the HCFA site and is programmed on the HCFA mainframe. This NDM process is triggered by the NDMWORKS process from the Plan site. The NDMWORK1 process is generally named NDMTOXXT, where TOXX is the Plan user's MCCOY ID.

<u>NDMWORK1 Process Code</u>

```
NDMTOXXT     PROCESS    PNODEID=(TWXX.XXXX)
                        PNODE=NDM.HCFA
                        SNODE=XXX.XXXX

STEP1        COPY       FROM (DSN=&DSN1
                              DISP=SHR
                              SNODE) COMPRESS
                        TO   (DSN=&DSN2
                              DISP=SHR
                              PNODE)

STEP2        IF (STEP1 EQ 000000000) THEN
                RUN JOB (DSN=OG00@BGD5080.JCLLIB(TEST)) PNODE
             EIF
```

The NDMWORK1 process does not require programmer intervention from the Plan site. Only the HCFA programmer sets up this process.

The HCFA programmer must fill in the following variable information before executing the NDMWORK1 process:

NDMTOXXT:	Replace TOXX with the Plan User's MCCOY ID.
PNODEID:	The Plan's TW ID.
SNODE:	The Plan's node. The HCFA node is NDM.HCFA.

2.3.7 Enrollment Data Transmission (Production)

HCFA recommends that you schedule transmission of your data several days in advance of the cutoff date (see Appendix D for the transmission schedule). This ensures that your data transmission is received by the cutoff date and gives you time to resolve any transmission problems.

Do not begin transmitting production data until you have contacted one of the HCFA testing and system problem coordinators (see Section 2.3.1, page 2-3). This ensures that the HDC is ready to receive your production data and that it will be received for monthly processing.

To transmit production data for monthly processing, use the following production file (where TOXX is replaced with your User ID):

'TOXX.@BGD5050.TRANSFER.DATA'

Then follow these steps:

1. Log on to the HDC and enter the TSO option.

2. To check the file at the HDC to which you are transmitting data, follow the instructions for browsing your mainframe file (step 2) given in Section 2.3.6 (see page 2-6).

3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten. Wait at least an hour to attempt transmission again and refer to the schedule transmission in Appendix D to find the best times for transmission.

4. When the transfer is successful, the process submits a job to capture the data for monthly processing.

5. When this job is completed, a message is found in the transfer file (see Appendix E for an explanation of messages). The user can then access MCCOY and run the Plan Transfer Tracking Report to check on the status of the receipt of the data.

Refer to Section 6. Using MCCOY in this guide for further instructions on how to use MCCOY to browse your transfer status.

2.3.7.1 NDM Processes and Setup for Production (Enrollment)

Two NDM processes, NDMWORKS and NDMWORK1, are used to transmit production enrollment data. These processes are described in the following subsections.

2.3.7.2 NDMWORKS

The NDMWORKS process is executed at the Plan site and programmed on the Plan site's mainframe. This process is usually executed in the batch program (JCL) environment. The Plan programmer can select any name for the NDMWORKS process.

<u>NDMWORKS Process Code</u>

```
PROCNAME     PROCESS   PNODE=XXX.XXXX
                       SNODE=NDM.HCFA
                       SNODEID=(TWXX,XXXX)
             SUBMIT    DSN=OG00.@BGD5080.JCLLIB(NDMTOXXP)
                       &DSN1=XXX.XXX.XXXX
                       &DSN2=TOXX.@BGD5050.TRANSFER.DATA
                       SUBNODE=SNODE
```

The Plan programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The Plan's node name.
SNODEID:	The Plan's HCFA "TW" ID and password, as issued by HCFA.
SUBMIT:	The DSN should read as follows: OG00.@BGD5080.JCLLIB(NDMTOXXP)
&DSN1:	This is the **sending** DSN that resides on the Plan's mainframe.
&DSN2:	This is the **receiving** DSN that resides on the HCFA mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the NDMTOXXP.

2.3.7.3 NDMWORK1

The NDMWORK1 process is executed at the HCFA site and is programmed on the HCFA mainframe. This NDM process is triggered by the NDMWORKS process from the Plan site. The NDMWORK1 process is generally named NDMTOXXP, where TOXX is the Plan user's MCCOY ID.

NDMWORK1 Process Code

```
NDMTOXXP        PROCESS     PNODEID=(TWXX.XXXX)
                            PNODE=NDM.HCFA
                            SNODE=XXX.XXXX

STEP1           COPY        FROM (DSN=&DSN1
                                  DISP=SHR
                                  SNODE) COMPRESS
                            TO   (DSN=&DSN2
                                  DISP=SHR
                                  PNODE)

STEP2           IF (STEP1 EQ 000000000) THEN
                   RUN TASK (PGM=U7SVC,
                   PARM=(CL19'D=HKH.DTRG.HKHTODZA’)) PNODE
                EIF
```

The NDMWORK1 process does not require programmer intervention from the Plan site. Only the HCFA programmer will set up this process.

The HCFA programmer must fill in the following variable information before executing the NDMWORK1 process:

NDMTOXXP:	Replace TOXX with the Plan User’s MCCOY ID.
PNODEID:	The Plan’s TW ID.
SNODE:	The Plan’s node. The HCFA node is NDM.HCFA.

2.4 Working Aged Data

To transmit Working Aged data to HCFA, you must use RLINK4, NDM-HOST or NDM-PC. To see a copy of the record layout, see Appendix C.

For testing of this procedure and system problems, please contact the following:

DMCS Action Desk	1-410-786-6370

For other questions, your contact is the following:

Gloria Webster	1-410-786-7655
or	
Jacquline Buise	1-410-786-7607

The Working Aged records will be picked up for processing three times a day: 11:30 a.m., 4:00 p.m., and 10:30 p.m. Eastern Time (ET). Check MCCOY periodically after these times to ensure that your data has been received (see Section 6.3.9.3, page 6-37). If your data has not been received by the next day, call the DMCS Action Desk at the above number. All transmissions must be completed prior to 8:00 p.m. ET on the last business day of the month.

2.4.1 NDM Batch Data Entry Description

Plans transmit Working Aged data into their own HCFA data set using NDM. A job to copy the data set into a collection Generation Data Group (GDG) is submitted automatically upon successful completion of the NDM process.

2.4.2 NDM Transmit Process Batch Run JCL

Each plan issues the following NDM commands to trigger the Working Aged NDM transmission. This is normally part of a batch execution.

Note: These NDM commands must be set up on the Plan's mainframe or PC before the transmission can process properly.

2.4.2.1 Working Aged NDM Process Scenario

This procedure starts by submitting a NDM process at the Plan site which, in return, submits a process named TKAPLAN at the HCFA site to copy the Plan's DSN to a DSN at HCFA (TO??.@BGD5050.WKA.TRANSMIT). The process TKAPLAN submits a RUN TASK that runs an SLIB job WKACOPY. The WKACOPY job copies the Plan's DSN to a GDG at HCFA and then deletes the TO??.@BGD5050.WKA.TRANSMIT DSN.

2.4.2.2 Plan NDM JCL and Process Code

This NDM process is executed at the Plan site and programmed on the Plan site's mainframe. This process is usually executed in the batch program (JCL) environment. The Plan programmer can select any name for this NDM process. ***This process is used for testing only.*** The test names will be changed to production names at the appropriate time.

<u>Plan NDM JCL</u>

```
//PS010       EXEC NDMBATCH
//SYSIN       DD*
  SIGNON      USERID=(????,????)
  SUBMIT      DSN=????.?????.????(ANYNAME)
              PNODE=????.????
              SNODE=NDM.HCFA
              &DSN1=PLANS.DSN.NAME
              &DSN2.TO??.@BGD5050.WKA.TRANSMIT.TEST
SIGNOFF
/*
```

The programmer must fill in the following variable information before executing the process:

USERID:	The programmer's ID and password to the NDM environment.
DSN:	The PDS and MEMBER that holds the NDM process.
PNODE:	The Plan's node ID.
SNODE:	The DSN should read as follows: NDM.HCFA
&DSN1:	This is the **sending** DSN that resides on the Plan's mainframe.
&DSN2:	This is the **receiving** DSN that resides on the HCFA mainframe.

Plan NDM Process Code

```
ANYNAME  PROCESS
         SNODEID=(TW??,pswd)
SUBMIT   DSN=OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
         &DSN1=PLANS.DSN.NAME
         &DSN2=TO??.@BGD5050.WKA.TRANSMIT.TEST
         PNODEID=(TW??,pswd)
         SNODE=Plan's Node ID
         SUBNODE=SNODE
         &PUSER=TO??
         &UID=OG00TN??
```

The programmer must fill in the following variable information before executing the process:

ANYNAME:	The programmer may select any name for this process.
SNODEID:	The Plan's HCFA User ID and password.
DSN:	The DSN should read as follows: OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
&DSN1:	This is the **sending** DSN that resides on the Plan's mainframe.
&DSN2:	This is the **receiving** DSN that resides on the HCFA mainframe.
PNODEID:	The Plan's HCFA User ID and password.
SNODE:	The Plan's Node ID.
SUBNODE:	This should read SNODE.
&PUSER:	The Plan's HCFA User ID.
&UID=OG00TN??:	?? is the last two digits of your HCFA User ID.

SECTION 3. LOGGING ONTO THE HDC

3.1 System Environment

The system environment for the operation of the Electronic File Transfer System (EFTS) and RLINK4 consists of hardware and software, including software for communicating with HCFA. This User's Guide and a tutorial are also provided.

The minimum requirements for hardware and software for running EFTS and RLINK4 are as follows:

- An IBM PC/XT or an IBM PC-compatible microprocessor
- One megabyte available space on a hard disk and one floppy disk drive
- A Hayes or Hayes-compatible 1200-baud modem
- DOS 2.0 or higher installed on the hard disk

3.2 What is Supplied

Software

EFTS includes two or three diskettes. The diskette labeled GHPUTILITY contains the data transfer utilities. The diskette labeled GHPPROGRAM contains the enrollment/disenrollment file maintenance program. The diskette labeled GHPCONCATE contains a program for handling multiple contract data (this disk is distributed as needed).

Access

Completing a telecommunications transaction with HCFA requires two network access codes and three HDC security codes. You are assigned a network ID and a network password to enable you to use the FTS2000 network. You are also assigned a HCFA Data Center User ID, account number, and password permitting access to the HDC. All of these are assigned and mailed to your designated representative.

Documentation

This section of the *Plan Communications User's Guide* provides explanations for the system functions and step-by-step instructions for using EFTS. Additional documentation for the communications package (RLINK4) is provided on the GHPUTILITY disk.

3.3 User Responsibilities

All users of EFTS and RLINK4 have responsibilities that must be fulfilled in order to support the system's functioning. Other than the obvious hardware and software maintenance, you are responsible for supplying HCFA with information about your organization, your users, and testing.

Although testing and the supply of information primarily apply to the setup stage of the system, your responsibility continues into the operational phase. Information must be updated as changes occur in your organization, and any information regarding the operation or malfunction of the system must be reported. Test procedures must be repeated after alterations to the system components, such as the installation of updated software or changes in hardware. You may also need more testing when your personnel changes.

3.4 EFTS/RLINK4 Software Installation

3.4.1 Conventions

Although the commands used during the installation or the running of EFTS and RLINK4 are few, you still need to be aware of the following conventions used in this guide for writing the commands that you need.

(TYPE)	This means to type the text immediately following.
<ENTER>	This means to press the <ENTER> key.
[ ]	This means to supply the noted information.

A sample command would be:

(TYPE) A:EFTS <ENTER>

A basic familiarity with commands and directories is helpful but not absolutely necessary. More information on this subject can be found in your DOS handbook.

3.4.2 Additions to Your Hard Disk

During installation, several new files and two new subdirectories are added to your hard disk. To ensure that you do not lose any information by having new additions written over existing files, review the list of additions provided here. Check that none of the following names already appear in your root directory listing.

Subdirectories	Files
GHPUTIL	GHPSEND.BAT
GHPTRNFR	GHPLOAD2.BAT
	GHPBCKUP.BAT
	GHPLOAD1.BAT

3.4.3 Instructions for Utilities

The GHPUTILITY disk contains the programs that enable you to log on to the HDC and transmit your data. Place the diskette marked GHPUTILITY in drive A: and key in the commands listed below. The first two commands ensure that you are at the root directory of drive C: and the second two commands install the GHP file transfer utilities.

(TYPE) C: <ENTER>
(TYPE) CD\ <ENTER>
(TYPE) COPY A:GHPLOAD1.BAT C: <ENTER>
(TYPE) GHPLOAD1 <ENTER>

The installation commands perform their tasks by copying the load program from the utilities diskette to the root directory of C: drive and transferring control to that program. The load program (GHPLOAD1) creates a new directory (GHPUTIL) and copies the utilities files into this directory.

Once the GHP utilities have been installed, remove the diskette marked GHPUTILITY and store it in a safe place. This is your backup copy.

3.4.4 Instructions for Programs

The GHPPROGRAM disk contains the software that enables you to enter data. If you have a mainframe database that you use to collect your data, you do not have to load this disk. Place the diskette marked GHPPROGRAM in drive A: and key in the commands listed below. The first two commands ensure that you are at the root directory of drive C: and the second two commands install the file maintenance procedures.

(TYPE) C: <ENTER>
(TYPE) CD\ <ENTER>
(TYPE) COPY A:GHPLOAD2.BAT C: <ENTER>
(TYPE) GHPLOAD2 <ENTER>

The installation commands perform their task by copying the load program from the program diskette to the root directory of C: drive and transferring control to that program. The load program (GHPLOAD2) creates a new directory (GHPTRNFR) and copies the EFTS procedures to this directory. This program also copies some batch files used by EFTS to your root directory.

Once all EFTS and RLINK4 files have been installed, remove the diskette marked GHPPROGRAM and store it in a safe place. This is your backup copy.

3.4.5 Preparing Working Diskettes

Although the EFTS and RLINK4 files are now on your hard disk, you always do all of your work using a diskette. The following steps prepare your first working diskette and can also be used to prepare subsequent diskette copies.

1. Insert a formatted blank diskette into drive A:.

2. Use the commands below:

   (TYPE) C: <ENTER>
   (TYPE) CD\ <ENTER>
   (TYPE) GHPBCKUP <ENTER>

The first two commands ensure that you are at the root directory of drive C:. The third command invokes a program that copies the necessary files to your formatted diskette in drive A:.

3.5 Communicating with the HDC

3.5.1 Customizing Your Communications Software

Telecommunications Link FTS2000 is a service offered by AT&T to enhance data communication over the telephone lines. Connections with this network have been automated. An RLINK4 Script file uses your responses to a series of prompts to transfer information necessary to make a network connection. You can customize this service if your system environment differs from the default.

To customize your communications software, first print out the customizing instructions by entering the following command and pressing <ENTER>:

CUSTOMIZ PRINTHELP

These instructions permit you to find your default settings and to customize the following options:

- Your communications port options (the port your RLINK (modem) is connected to your PC)
- Tone dialing options (pulse or rotary)
- Modem command file options (type of modem)
- Keyboard options (type of keyboard)
- Color options (restore default color selections or leave as is)

After you decide on your options and make any changes you wish, type the following command (where OPTION plus number represents each option you wish to change) at the prompt (C:>\GHPUTIL or the name of the default directory containing your RLINK software) and press <ENTER>:

3.5.2 FTS2000 Script File Responses

New HDC users or users having problems with FTS2000 are authorized to use the 1-800 backup number (1-800-432-2587) to access HDC. Most users use Option 1 (FTS2000 access). AT&T will notify you in writing that you are an authorized FTS2000 user.

1. At the DOS prompt C:\GHPUTIL, type “FTS FTS–4" and press <ENTER> **OR** at the C:\GHPTRNFR, type “GHPSEND” and press <ENTER>.

2. When prompted for the type of connection, type 1 for access.

3. When prompted for your ID, type your FTS2000 User ID and press <ENTER>. Your user ID has the format HCFATOXX, where XX represents a two-character alphanumeric.

4. When prompted for your Password, type your FTS2000 password and press <ENTER>.

5. When prompted to confirm that the information is correct, type "Y".

Note: Password and ID must be entered exactly as assigned, upper case only.

If you consistently have trouble accessing HDC using FTS2000, call the HCFA Action Desk for help and tell them that you are an EFTS user. Some users are given the 1-800 number access. If you are given the 1-800 access, follow these instructions for accessing HDC. If you are not given authorization, you will be able to get to the HDC screen but your password will not be recognized. At this point, the system displays a message that your access has been denied.

1. From the menu access screen, type 2 to select the 1-800 number access.

2. Type "Y" after the rules and regulations and enter the 800 number.

3. When prompted for type of dial tone, type "A" for Tone Dial or "B" for Pulse/Rotary dial.

4. When prompted to confirm that the information is correct, type "Y".

To exit RLINK4, hold down the <ALT> key while pressing X and then follow the instructions on the screen.

3.5.3 Troubleshooting the Communications Link with HCFA

Due to the complex nature of telecommunications, both new and experienced users of EFTS can encounter difficulties connecting with the HDC. Currently, report and problem-tracking procedures are being introduced at the HDC to monitor the functionality of the telecommunications system being used by EFTS. Problems must be logged through the HCFA Action Desk to ensure that they appear on the telecommunications problem status report, which is used to identify and reconcile difficulties. This section presents supplemental instructions for assisting you in connecting to HCFA.

If you experience telecommunications problems, follow these guidelines to determine what you need to do:

1. First, check your equipment. Are the modem, PC, and telephone plugged in, turned on, and in working order? Verify that all cables and lines are properly attached.

2. If the telecommunications system worked previously and your connection to the HDC was successful at some point, make three identical and consecutive attempts before seeking help.

3. Report all telecommunications problems to personnel at the HCFA Action Desk at 1-800-562-1963. Problems such as a voice response to the dial-up, the software locking up, or unreadable codes being written to your screen need to be reported. When you call the HCFA Action Desk, be prepared to do the following:

   a. Identify yourself as an EFTS or RLINK4 user.

   b. Request a trouble ticket and save the number for future reference.

   c. Explain that you are working with a deadline situation, such as the need to upload data that day to meet a cut-off date. Ask for use of the FTS2000 1-800 number as an interim solution. This access to FTS2000 can be granted by the HCFA Action Desk on request but will be available to you only until the problem is resolved.

   d. If the HCFA Action Desk refers the problem to a technician, the response should be timely (within four hours), especially when a deadline is involved.

   e. If the response appears slow or stalled, phone your EFTS support person with an explanation and the trouble ticket number.

4. If the problem is intermittent but recurring, notify the HCFA Action Desk of an ongoing situation (e.g., connections are ultimately successful, but initial attempts won't dial up properly).

3.6 Logging onto the HDC

Your first communication with the HCFA computer occurs when you log on to the HDC. Follow the instructions in this section to guide you through this process. Because the HDC Logon screen is subject to change, you are given two sets of instructions. Choose which directions to follow according to the initial screen or prompt you receive after making a connection.

3.6.1 Dial-Up User Verification

After making a telecommunication connection, first-time users of the FTS2000 network see a series of screens relating to the network. If you are using the 1-800 access number, the FTS2000 network access is not available to you. First, an informational screen displays and then a screen requesting user data verification. Review your organization's information and enter any necessary changes. This data is used for any further distribution purposes, so its accuracy is vital to your future participation in telecommunications with HCFA. If you need access to this screen for future updates, call the HCFA Action Desk. After exiting by holding the <ALT> key down and pressing 3, you may have to press the <ENTER> key to continue with your HDC logon. (Pressing <ALT> and a number is the equivalent of pressing a PF Key on the 101 Keyboard.)

3.6.2 Menu Logon Instructions

If the initial display is a full-screen HCFA logo, use the following logon instructions:

1. When you see the HCFA Data Center's logo screen, enter your "TOXX" ID and the password assigned to you where prompted at the bottom of the screen. (You receive a four-character password from HCFA for your first logon use.) Press the <TAB> key to position the cursor at the Password field to enter the password; change the password by pressing <TAB> to position the cursor in at the New Password field and entering a new password (your own password must be at least four characters but no more than eight characters) in the space provided. The system prompts you to repeat your new password. Follow instructions and re-enter your new password. You must use that password in the following screens. Press the <ENTER> key when you are finished.

2. A screen with a menu of options displays on your terminal. Select Option 1 (TSO) by typing 1 and pressing <ENTER>.

3. A single line prompt displays for your ID. Type your ID and press <ENTER>. Your ID is a four-character string TOXX, where XX are alphanumerics.

4. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your new password and either (a) move down to the space after the next prompt for ACCT NMBR ==> by using the <TAB> key or (b) press <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. An informational screen displays if you type N or press <ENTER>. Type your accounting number (an eleven-character code that resembles the number 7XX7XX95000) and press <ENTER>.

   Note: First time users should add the following executable command:

   EX ‘OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)’
   If not entered, the user will be taken directly to the READY prompt.

```
------------------------------  TSO/E  LOGON ---------------------------------
PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention    PA2 ==> Reshow
You may request specific HELP information by entering a '?' in any entry field.
    ENTER LOGON PARAMETERS BELOW:                   RACF LOGON PARAMETERS:

    USERID    ===> TPXX

    PASSWORD  ===>                                  NEW PASSWORD ===>

    PROCEDURE ===> $TSUSER                          GROUP IDENT  ===>

    ACCT NMBR ===> 7XX7XX95000

    SIZE      ===> 2048

    PERFORM   ===>

    COMMAND   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'


    ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

           -NOMAIL         -NONOTICE         -RECONNECT        -OIDCARD
```

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command. Type “ISPF” and press <ENTER>. The system will automatically take you to the ISPF/PDF PRIMARY OPTION MENU screen. To exit this screen and return to the READY prompt, enter **"=X"** in the option field OPTION===> and press <ENTER>.

3.6.3 Prompt Logon Instructions

Use the following logon instructions if the initial display is a prompt saying "THIS IS THE HCFA DATA CENTER, HOW MAY WE HELP YOU?"

1. When you see this prompt, type LOGON [your ID] and press <ENTER>.

2. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your password and either (a) move down to the space after the prompt ACCT NMBR ==> by using the <TAB> key or (b) press <ENTER>. If you press <ENTER>, the first screen disappears and return cleared with the cursor placed after the prompt ACCT NMBR ==>. Type your accounting code and press <ENTER>.

Note: First time users should add the following executable command:

EX ‘OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)’
If not entered, the user will be taken directly to the READY prompt.

```
------------------------------  TSO/E  LOGON ---------------------------------
PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention    PA2 ==> Reshow
You may request specific HELP information by entering a '?' in any entry field.
    ENTER LOGON PARAMETERS BELOW:                   RACF LOGON PARAMETERS:

    USERID    ===> TPXX

    PASSWORD  ===>                                  NEW PASSWORD ===>

    PROCEDURE ===> $TSUSER                          GROUP IDENT  ===>

    ACCT NMBR ===> 7XX7XX95000

    SIZE      ===> 2048

    PERFORM   ===>

    COMMAND   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'


    ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

           -NOMAIL         -NONOTICE         -RECONNECT        -OIDCARD
```

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command. Type “ISPF” and press <ENTER>. You will automatically be sent to the ISPF/PDF PRIMARY OPTION MENU screen. To exit this screen and return to the READY prompt, enter **"=X"** in the option field OPTION===> and press <ENTER>.

Note: The HDC password must be changed every 60 days because it expires. In NDM/NDM-PC, the password does not expire. We recommend that you change your password on the HDC and NDM at the same time to prevent the transfer process from failing. The mainframe will also prompt the user to change the password XX days prior to expiration. Three erroneous logon attempts will result in termination of password.

3.7 Testing Questions (Who to Call)

Testing should begin as soon as possible. If you did not receive a scheduled test date and time, contact HCFA to schedule a test date. Although EFTS and RLINK4 are designed to function in the average office environment, minor differences in resources can necessitate alterations. Time must be allotted to troubleshoot problems and make changes as needed. Initial testing should take place one month in advance of a targeted submission date and two weeks before that date at the latest. Most of the time, problems are not encountered and submission of actual data can begin immediately following the test transmission. However, depending on faultless initial operation is risky at best.

3.7.1 Testing Phases

Testing is performed in two phases. The first phase, using the file preparation options, can be initiated as soon as you have the system software installed. You should experiment with the menu options using the seven test records provided. The second phase of testing consists of a trial transmission. HCFA must be contacted to schedule a tentative date for a trial transmission as soon as you receive your software. HCFA will work with you until successful transmission is confirmed.

3.7.2 Assistance

Use the following phone numbers for assistance in the areas listed.

Initial set-up, testing, and system problems:

The DMCS Action Desk 1-410-786-6370

For RLINK4, transmission (FTS2000), and communications problems:

The HCFA Action Desk 1-800-562-1963 (Outside Maryland)
1-410-786-2580 (Within Maryland)

For disk, manuals, distribution, and other questions:

Joanne Weller 1-410-786-5111

or

HPPOS Action Desk 1-410-786-7613

3.8 Password Updates (How to Update)

Your password expires every 60 days. (This security measure, if overlooked, can result in a loss of HDC access.) You may change your password any time during those 60 days. At the end of the 60 days, the system prompts you to change your password. When you change your password, you need to select a password that you have not used within the last three passwords. In other words, the new password must be different from your most recent three passwords. Follow the instructions here for changing your password.

If you get a message that your password is not valid, you must change it. Be aware that after five attempts in one session to logon with an incorrect password, your access privileges to the HDC are revoked for that session. If you continue to have problems, get in touch with the following:

HCFA Action Desk	1-800-562-1963

Use the following steps to change your password:

1. Follow the telecommunications link instructions to make a connection.

2. When you see the HCFA Data Center's logo screen, enter your HDC ID and the password provided to you by HCFA where prompted at the bottom of the screen. Enter a new password (no fewer than four and no more than eight characters) in the space provided and press <ENTER>. If you don't get any error messages, then your new password is effective.

SECTION 4. USING THE EFTS

4.1 General Overview of the EFTS

The EFTS is software designed to aid in the preparation and electronic transmission of your enrollment/disenrollment information. It consists of procedures for preparing files and utilities that enable the actual data transfer to occur.

4.1.1 File Preparation

The file preparation procedures are menu-driven. This means that they are contained in one program that accesses them as required by your menu choice. Each time you start a session of file preparation, a list of options displays on your screen. Your selection from this list automatically starts the procedure needed to perform that particular action.

4.1.2 Transmission

Transmission of your data to the HDC is accomplished using your computer, modem, telephone, and the provided software utilities. Following instructions in this section, you use a Value Added Network (VAN) to make a telephone connection between your computer and the mainframe computer at the HDC. Once a connection is made, the guide directs you through the steps to transfer your data into a file on the HDC mainframe. The information in that file is later added to other EFTS files and processed with other enrollment/disenrollment data submissions.

4.2 Executing EFTS

Note: MAKE SURE THE GHPPROG DISKETTE IS IN THE A: DRIVE.

With either your new working diskette or an old one in drive A:, you can invoke the EFTS Menu with the following command:

(TYPE) A:EFTS <ENTER>

From this menu, you can choose options for manipulating the database records. Your database contains seven records for you to use in testing before using live data. Be sure to use Option 1 (PREPARE (clear) database) from the EFTS Menu prior to entering any real data.

Although records are usually sent to HCFA only once a month, your enrollment/disenrollment database should be maintained throughout the month on your PC. Your mainframe file is processed nightly to enable you to transmit multiple submissions throughout the month. If you are unsure about the status of the data in your file, browse the file. The file is emptied after it has been processed and a message is written to the file. For your protection, keep a copy of the data from each transmission on a diskette as a backup.

4.3 Menu Explanation

The system menu (shown below) offers different options for working with your enrollment/disenrollment database. When you enter the number of your chosen option, the system automatically runs the procedure needed to complete that action. The choices on the menu are usually self-explanatory, but the following information can help you to understand the purpose for each option.

```
              HCFA ENROLLMENT/DISENROLLMENT MENU
              **********************************

   1 - PREPARE (clear) database.

   2 - ADD new records to the database.

   3 - EDIT a specific database record or scroll to select one.

   4 - DELETE a specific database record or scroll to select one.

   5 - SCROLL through database records on screen.

   6 - PRINT database records.

   7 - REFORMAT file for transmission to HCFA.


TO EXIT THE MENU AND RETURN TO OPERATING SYSTEM, ENTER 'X'
*******************************************************************

   MAKE A SELECTION AND HIT ENTER:  _
```

Select the number of the option and press <ENTER>. The following discussions describe the options and show you the screens displayed when you select each option.

4.3.1 PREPARE (Clear) Database

Option 1 clears your database of old information to prepare it for the new entries. This step is important, but it must be used with caution. Any previous data is permanently lost once this step is performed. As a safeguard, the program gives you a chance to change your mind before this process starts in case this option was chosen by mistake.

This option should be used after your transactions have been transmitted to the HDC. Be sure to make a copy on diskette if you wish to keep your last transactions.

```
                              FILE PREPARATION


         You are now in the file preparation program. This program
      should be used after your transactions have been transmitted
      to HCFA.
         This program will clear your database of all records. If
      you wish to keep your last transmission, be sure to make
      a copy of this diskette or database before continuing
      with this program.



   CONTINUE WITH THE FILE PREPARATION PROGRAM (Y/N)?   Y
```

When you select Y(es), another message displays:

YOUR DATABASE IS NOW READY FOR NEW TRANSACTIONS

Press any key to continue. . .

When you select N(o), the screen display returns to the initial HCFA Enrollment/ Disenrollment Menu.

4.3.2 ADD New Records to the Database

Option 2 is used to add new enrollment/disenrollment records to your database. When you select this option, the screen shown below displays and gives you instructions about how to add enrollments.

```
                 ENROLLMENT/DISENROLLMENT DATA ENTRY/EDIT
                  ****************************************

   DIRECTIONS:
     1.  Enter the 12 digit claim number.
     2.  Name is formatted: last, first, middle initial.
     3.  Enter action code D, E, or F for 01 transactions; otherwise enter
         numeric sex code:
               1 = male   2 = female  3 = unknown
     4.  Enter the beneficiary's birth date in MMDDYYYY format.
     5.  Enter the valid transaction code 01, 51, 61, or 60.
     6.  If transaction is a disenrollment, enter reason code.
     7.  Date IS formatted as MMDDYYYY or OOOO0000 for 01 transactions.
     8.  For PCM enter prior commercial months for ESRD members.
     9.  Enter application signature date for 51, 60, and 61 transactions.
         Press ENTER to process record, or ESC to return to menu.

                         ENROLLEE'S        S/A     BIRTH   TRAN   DIS   EFF
      CLAIM NUMBER          NAME           CODE    DATE    CODE   RSN   DATE    PCM
 )
      99999999999        MOUSE  MICKEY     2       03/21/1961  61      09/21/1999 2

                      APP. SIG.
                          DATE: 05/27/1998
```

Use the <ENTER> key to advance to each field. **Be aware** that you cannot return to previous fields. Once you have entered the claim number, enrollee's name, sex or action code, birth date, transaction code, disenrollment reason (if appropriate), effective date, and PCM in the appropriate blanks, press <ENTER> to update and continue. **Be aware** that the cursor must be at the end of the line (in the PCM field) before pressing <ENTER> to continue the process.

When you press <ENTER>, the screen redisplays with the entered data and the message:

ADD ANOTHER RECORD (Y/N)? Y

If you select Y(es), the Data Entry/Edit screen displays and you may add another record and repeat the process. If you select N(o), you return to the Main Menu.

4.3.3 EDIT a Specific Database Record or Scroll to Select One

Option 3 is used to make any changes necessary to the enrollment/disenrollment information before it is sent to HCFA. From the first screen displayed, you can either enter information to retrieve a specific record for editing (Claim Number or Name) or request scrolling. You cannot use both retrieval methods at the same time. If you are not sure which record you need, scroll through the database, highlight the chosen record, and press <ENTER> to retrieve it. Once a record is retrieved by either method, a screen that permits changes displays the whole record.

```
                         RECORD SELECTION
                         ****************


FOR SCROLLING ENTER Y(ES) OR N(O)    N


FOR SPECIFIC RECORD ENTER:

                            or
             claim number        last name       first     mi

PRESS ESC TO EXIT
```

To scroll through the database, enter "Y". To select a specific record, enter "N" and the claim number or the last and first names of the beneficiary.

When you select Y(es) to scroll the database, a screen displays with instructions on scrolling and selecting the record you want. When you have your list of records to view, you may select your chosen record by highlighting the entry and pressing <ENTER>. The record is then processed. If no further action is desired, press <ESC> and return to the Main Menu. The screen shown here is the scroll screen with the edit bar that appears after the highlighted record is entered.

```
                                 SCROLL DATABASE

                                 ***************



DIRECTIONS:$
)
  T  Use PGUP and PGDN keys to page backward and forward through
database.      *
  *  Use up/down arrow keys to scroll one line at a time.
       *
  *  Use right/left arrow keys to scan full record.
       *
  *  Position light bar on chosen record.
       *
  *  Press ENTER to continue processing record.
       *
  *  Press ESC to exit if no action is desired.
       *

)
1

                   ENROLLEE'S   FIRST   M    S/A    BIRTH     TRAN
DIS
     CLAIM NUMBER  LAST NAME    NAME    I    CODE   DATE      CODE
RSN

4
    307260679D   ALLEN       JOANN      A     2      01/17/1925  61
99
    317447380A   ALLEN       LUCILLE    B     2      04/27/1942  51
99
    3333333333       SMITH      LUCY       C     1      02/03/1945  99
 99
```

4.3.4 DELETE a Specific Database Record or Scroll to Select One

Option 4 is used to mark records for deletion, view marked records, and permanently remove marked records. Record selection is performed the same way as with the edit option (see page 4-6. Before the delete procedure is finished, you are always questioned about permanent removal of records.

If you select Option 4 and there are already records marked for deletion, a message warning you of that situation displays:

SOME RECORDS PREVIOUSLY MARKED FOR DELETION
PRESS 'Y' IF YOU WISH TO VIEW   Y

If you elect to view the records highlighted for deletion, a message warning you of the situation displays on the screen:

```
RECORD  #        DATA
___________________________________________________________________
     68 * - ALLEN,JOANN          307260679D


Enter the record number of any record to be reinstated     0
```

Note: Records marked for deletion do not show when scrolling but they do appear on printed copy with an asterisk.

When you elect to delete a record, the Record Selection screen displays, permitting you to identify which record(s) you wish to delete. You may enter a claim number or the last and first names of the beneficiary to identify the record to be deleted. Pressing <ENTER> deletes the record.

```
                         RECORD SELECTION
                         ****************


FOR SCROLLING ENTER  Y(ES) or N(O)   N


FOR SPECIFIC RECORD ENTER:

                            or
             claim number        last name       first     mi

PRESS ESC TO EXIT
```

You may elect to scroll the database and highlight the record to be deleted. If you elect to do this, the screen shown below displays.

```
                              SCROLL DATABASE
                              ***************
DIRECTIONS:$
T  Use PGUP and PGDN keys to page backward and forward through database.      *
*  Use up/down arrow keys to scroll one line at a time.                       *
*  Use right/left arrow keys to scan full record.                             *
*  Press CTRL/PGUP for first record, CTRL/PGDN for last record.               *
*  Press ESC or ENTER to return to menu when finished.                        *
7
7
*                 ENROLLEE'S     FIRST     M    S/A    BIRTH      TRAN    DIS *
*  CLAIM NUMBER    LAST NAME      NAME      I    CODE   DATE       CODE    RSN *
#
*  307260679D  5 RECORD MARKED FOR DELETION 5  *   2  *01/17/1995 *  61  *    *
*  317447380A  5  Press any key to continue 5  *   2  *04/17/1925 *  51  *    *
*  304168866A  8                               *   2  *10/16/1913 *  51  *    *
*  306404349D   * ANTHROP     *  GLADYS   * M  *   2  *12/12/1911 *  61  *    *
*  353164685A   * BART        *  MARIAN   * F  *   2  *08/02/1915 *  61  *    *
*  311288932A   * BAYES       *  LAURA    * J  *   2  *05/15/1928 *  61  *    *
7
```

You receive a confirmation message, asking whether you wish to delete the record. Pressing <ENTER> deletes the highlighted record. Pressing <ESC> takes you back to the Main Menu.

4.3.5 SCROLL Through Database Records on Screen

Option 5 enables you to move across fields in your records and backward and forward through your database. This option is very useful for reviewing information but data cannot be altered at this point.

```
                              SCROLL DATABASE
                              ***************
DIRECTIONS:$
T  Use PGUP and PGDN keys to page backward and forward through database.      *
*  Use up/down arrow keys to scroll one line at a time.                       *
*  Use right/left arrow keys to scan full record.                             *
*  Press CTRL/PGUP for first record, CTRL/PGDN for last record.               *
*  Press ESC or ENTER to return to menu when finished.                        *
*
*
*                  ENROLLEE'S     FIRST     M    S/A    BIRTH      TRAN    DIS *
*  CLAIM NUMBER    LAST NAME      NAME      I    CODE   DATE       CODE    RSN *
*
*  307260679D     ALLEN          JOANN            2    01/17/1925    61        *
*  317447380A     ALLEN          LUCILLE          2    04/17/1925    51        *
*  304168866A     ALTIC          VIOLET           2    10/16/1913    51        *
)
```

4.3.6 PRINT Database Records

Option 6 makes a printed copy of your database records. Be sure that your printer is on when choosing this option. When the Print screen displays, selecting C prints the records in claim number order; selecting N prints the records in name order.

When you select Option 6, this screen displays.

```
          PRINT HCFA TRANSACTIONS SELECTIONS SCREEN


     -- Enter a C to print records in claim number order.

     -- Enter an N to print records in name order.

     Any other entry will return you to the main menu.

          YOUR SELECTION ==>
```

When you enter a "C" or an "N", the following screen displays and shows the chosen records in selected order.

```
              GHP TRANSACTION LISTING (REPORT DATE:   /  /   )

                      ENROLLEE'S        S/A     BIRTH    TRAN   DIS   EFF
    CLAIM NUMBER         NAME           CODE    DATE     CODE   RSN   DATE   PCM

                                                 /   /
```

4.3.7 REFORMAT File for Transmission to HCFA

Option 7 is the last operation to be completed before your database file is ready to send to HCFA. With this step, the file is reformatted to comply with the needs of the HCFA computer.

When you select this option, the screen shown below displays and prompts you to check for a correct file number before your file is converted for transmission to HCFA. If you have more than one file for conversion, this screen asks you to verify your file numbers one at a time.

```
        ENROLLMENT/DISENROLLMENT DATABASE CONVERSION PROGRAM

This program will convert your database into a format
and file suitable for transmission to HCFA.

The contract number shown for your file is:   H4444
     Is this number correct  (Y/N)?   Y


Enter the payment date in MMYYYY format:


Your database has now been converted into the file TRANSFER.DAT
               Press any key to continue
```

Enter your contract number, verify the number is correct by entering "Y", and enter the payment date, which is one month greater than the month the data is to be processed. For example, if the data is to be processed in January for February 1997 payment, then the month should be "02", and the year should be "1997". The payment date in this example would therefore be entered as "021997".

If HCFA receives your transferred file with an incorrect process/payment date, your data will not be placed in the monthly production file. This means that the enrollment, disenrollment and/or health status information associated with your members will not be processed during the monthly payment run. Retro situations require manual intervention and must be brought to the attention of HCFA systems staff. It is the plans' responsibility to verify that the month and year are correct.

When you select Y(es), this message displays on your screen:

> Your database has now been converted into the file TRANSFER.DAT
> Do you have another database file to convert? (Y/N)

When you select N(o), i.e., you do not have another file to convert, the GHP Transaction Listing screen (shown in Option 6, page 4-11) displays with the listing of the files you have converted for transmission to HCFA.

Note: LAN and Windows users, Terminate and Stay Resident (TSR) programs installed for LAN and Windows software can cause a space problem resulting in an error when choosing Step 7 of the EFTS program. To complete this step, you can either remove all non-essential TSRs to gain more space or take your working diskette to a PC without this software.

4.4 Multiple Contract Concatenation

Occasionally, one organization is responsible for the submission of enrollment/disenrollment data associated with several different contracts. Although separate PC files must be kept for each contract, the concatenation utility (CONCATE.EXE) can be used to combine and upload these files to the mainframe with one transmission.

4.4.1 Concatenation Utility Installation

Place the diskette marked GHPCONCATE in drive A: and key in the commands listed below. The first two commands ensure that you are at the root directory of drive C: and the second two commands install the GHP concatenation utility.

(TYPE) C: <ENTER>
(TYPE) CD\ <ENTER>
(TYPE) COPY A:GHPLOAD3.BAT C: <ENTER>
(TYPE) GHPLOAD3 <ENTER>

The installation commands perform their task by copying the load program from the concatenation diskette to the root directory of drive C: and transferring control to that program. The load program (GHPLOAD3) checks for the existence of a GHP utility directory and copies the concatenation program into it. If the directory doesn't exist, you need to install the EFTS communications utilities before continuing. A screen prompt refers you to the applicable section of the User's Guide.

Once the GHP concatenation utility has been installed, remove the diskette marked GHPCONCATE and store it in a safe place.

4.4.2 Using the Concatenation Utility

Use EFTS to create a separate enrollment/disenrollment data disk for each contract. Process the data as you would normally. When you finish collecting data for each contract, complete each diskette using Option 7 (see Section 4.3.7) from the EFTS Menu.

Note: When prompted by Option 7 for your plan number, be sure to enter the contract number associated with each diskette's records. If this is not done, HCFA will not know to which contract the enrollment/disenrollment records apply.

Collect your data diskettes and a blank formatted diskette. Run the CONCATE utility using the following instructions:

To invoke the CONCATE utility:

(TYPE) C: <ENTER>
(TYPE) CD \GHPUTIL <ENTER>
(TYPE) CONCATE <ENTER>

Follow the on-screen directions:

1. Insert your data disks when prompted.

2. When you have no more diskettes of contract data, answer N when prompted.

3. At the next prompt, insert a blank formatted diskette to receive a concatenated transfer file.

4. The last screen gives instructions for activating the transfer utilities.

4.4.3 Concate Explanation

The CONCATE program copies the GHPTRNFR.DBF files off of your separate contract diskettes into one file on your computer's hard drive. The information from each diskette is separated by a record containing the associated contract number.

When all your diskettes have been processed and all the data is in one file, that file is converted to an ASCII data file and copied to a diskette in drive A:. Be aware of your combined contract information volume. A single 5-1/4" diskette can hold approximately 3,000 enrollment/ disenrollment records. Since this number is higher than the recommended amount for data transmission, you should set appropriate record limits.

To concatenate your files, insert the CONCATE2 disk into your A: drive. Be certain that your root drive is drive A:. Type CONCATE.EXE on the line with > A: prompt and press <ENTER>. The screen shown below displays.

```
***********************************************************
*                                                         *
*     E * F * T * S   MULTIPLE CONTRACT UTILITY           *
*                                                         *
***********************************************************



            INSERT DISK NUMBER  1  INTO DRIVE A:


         Press any key to continue or ESC to abort.
```

Follow the directions presented to you on the screen. Insert your first disk into the A: drive and press any key to continue. When you do this, another message displays prompting you for another disk. If you select Y(es) (i.e., you have another disk), this process continues until you answer N(o) (i.e., you have no other disks to insert for concatenation).

At the point you are finished and you enter N(o), the screen shown below displays and tells you that your file generation is complete. The screen displays information about the contracts and requests that you enter a Payment date.

```
   ****************   FILE GENERATION COMPLETE   ***************

You have prepared your upload file with data from the following contracts:

Enter PAYMENT date for these records in MMYYYY format  __________

Insert disk into drive A: to receive file containing multiple
contract data.  Press any key to continue or ESC to abort.
```

When you press <ENTER>, the Transfer Data screen shown below displays and gives you instructions on starting the upload procedures.

```
   A:TRANSFER.DAT is now formatted and contains all the data from the
   different files you processed with this program.  Use the following
   directions to start the upload procedures.

****************************  INSTRUCTIONS   *****************************

   1.  WARNING -- Do not do any further file preparation steps.

   2.  From the GHPUTIL directory activate the telecommunications
       utilities by typing FTS FTS-4 and pressing <ENTER>.

   3.  Or from the root directory type GHPSEND and press <ENTER>.

   4.  Continue with standard transmission instructions given to you
       in the Communicating with HDC section.

   5.  Press any key to return to operating system.
```

4.5 EFTS/Mainframe Record Layout

When EFTS records are transmitted to HCFA, the record layout shown in Appendix C is used by the receiving mainframe file. The conversion from a PC file layout to a mainframe layout is accomplished through selecting Option 7 (see page 4-17) of the EFTS Menu. The record layout is needed only by those formatting a mainframe file with information from outside EFTS. See Appendix C for the record layout.

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SECTION 5. DATA TRANSMISSION USING RLINK4

5.1 File Transfer Using RLINK4

RLINK4 is the utility software that enables communication and data transmission between a mainframe computer and a PC. The purpose of EFTS is to use this utility to upload enrollment/disenrollment records (i.e., transmit data from your PC to the mainframe).

The upload of test or production data, which is the information actually processed, is automated through invoking a Script file. The Script file enters the necessary commands to upload the data.

These instructions are for uploading both test and production data and guide you through your communication between the mainframe and the PC that controls RLINK4 software. If you are transferring for production and previously transmitted a file, browse your production data set prior to transmitting to ensure that your prior transmission was received. See Section 5.2 (page 5-5) for details.

Note: Browsing mainframe data is not applicable to Working Aged data sets.

1. After you have connected to the mainframe and while the word READY is on your screen, press the function key F7 (PF7).

2. A message line displays on your screen asking you to enter the script name, which is TRANSFER. Type in TRANSFER and press <ENTER>. The user may want to specify the drive on which the TRANSFER script file exists. For example, C:\GHPUTIL\TRANSFER.

3. A menu displays giving you four selections as follows: 1 for Production upload, 2 for Test upload, 3 for Working Aged Test upload, and 4 for Working Aged Production upload. **DO NOT PRESS <ENTER>**. Type the number of your selected option for uploading data.

4. Next, a menu displays requesting the source file for your upload files. Type in the number corresponding to the sources listed in Options 1 through 6. **DO NOT PRESS <ENTER>.**

5. Check the message line across the top of your screen that confirms the automated process (Submitting plan job. . .). The message line then tells you that the transfer is completed.

6. At this point, you may either browse your data set (see Section 5.2, page 5-5, for details on how to browse data) or type LOGOFF and press <ENTER> to end your mainframe session.

Note: LAN and Windows users, if you receive this message: "Upload failed, check drive, directory, and file name.," you have a space problem on your PC due to the Terminate and Stay Resident (TSR) programs. Either remove all non-essential TSRs to gain more space or transmit outside the TRANSFER script using the following commands at the TSO READY prompt:

5.1.1 Uploading Enrollment Data to the HDC

1. Press both <SHIFT> keys simultaneously to toggle back to your PC session.
2. Type the following command and then press <ENTER>:

   SEND A:\TRANSFER.DAT @BGD5050.TRANSFER.DATA ASCII CRLF

3. Press both <SHIFT> keys simultaneously to toggle back to the mainframe.
4. Type the following command and then press <ENTER>:

   EX 'OG00.@BGD5080.JCLLIB(EFTSPLNP)'

5. When processing is complete, refer to Section 5.2 (page 5-5) to verify the transfer.

5.1.2 Downloading the AAPCC Rates File from the HDC

These instructions are for PC use only.

1. Press both <SHIFT> keys simultaneously to toggle back to your PC session.
2. Type the following command (where XX equals the year) and then press <ENTER>:

   RECEIVE C:\AAPCC.EXE 'OG00.@BGD5050.AAPCCXX.ZIP.EXE'

3. A message displays on the PC that the file transfer is processing.
4. When the file transfer is complete, type AAPCC at the C:\ prompt. Two files will be created (which can be printed at your convenience), AAPCC.TXT and README.FIL. These files consist of the following data:

   - AAPCC.TXT can be imported for use in LOTUS or EXCEL.
   - README.FIL contains an "AAPCC Record Description" and the "Demographic Costs Factors For The Aged".

5. When the processing is complete, LOGOFF the HDC mainframe and end the RLINK4 session.

Note: The file layout for AAPCC can be located in Appendix C (page C-15).

5.1.3 Transmission of Working Aged Data

Uploading To The HDC

Using RLINK4, Plans will transmit Working Aged data into their own HCFA data set via a specially-coded script. A CLIST to execute a job to copy the data set into a collection Generation Data Group will be submitted automatically by the RLINK4 script upon successful completion of the data set transmission. This script will be included in GHP Utilities on the RLINK4 disk sent out to new Plans. A special update will be sent out upon request to Plans already using RLINK4.

Refer to Section 5.1 (page 5-1) on using the RLINK4 script file to send Working Aged data through RLINK4.

To transmit Working Aged data to HCFA, you must use RLINK4, NDM-HOST or NDM-PC. To see a copy of the record layout, see Appendix C.

For testing of this procedure and system problems, contact the following:

DMCS Action Desk 1-410-786-6370

For other questions, your contact is the following:

Gloria Webster 1-410-786-7655

or

Jacquline Buise 1-410-786-7607

The Working Aged records will be picked up for processing three times a day: 11:30 a.m., 4:00 p.m., and 10:30 p.m. ET. Check MCCOY periodically after these times to ensure that your data has been received (see Section 6.3.8, page 6-28). If your data has not been received by the next day, call the DMCS Action Desk at the above number. All transmissions must be completed prior to 8:00 p.m. ET on the last business day of the month.

Downloading From The HDC

Type the following command on your PC:

C:\RECEIVE C:\yourfile 'xxxx.@BGD5050.DYYMMDD.THHMMSS.WKAGED' ASCII CRLF

Note: The values for the preceding command are as follow:

yourfile the drive, directory, and filename where you would like the file to be stored on your PC

xxxx your HCFA TSO User ID

yymmdd the current year, month, and day

hhmmss the current hour, minute and second

5.2 Browsing Mainframe Data

The data that you upload goes into a file designated specifically for your use on the HCFA mainframe. While you are connected, you can review this file to verify whether your data has been received. Although your data may be in your mainframe file, that does not mean that it has been included automatically in monthly processing. Data sent in past the deadline cannot be processed until the next month. You can also verify what data has been received by accessing MCCOY and running the Plan Transfer Tracking Report. See SECTION 6. USING MCCOY for details.

Use the following steps to look at your mainframe file. (Test file will stay; data file contains two lines of messages.)

1. After logging on or completing other work on the mainframe, while at the host command level with the READY prompt, type ISPF 1 and press <ENTER>.

   OR

   If you are at the ISPF/PDF PRIMARY OPTION MENU, type "1" at the OPTION===> prompt and press <ENTER>.

2. You should now see a screen labeled BROWSE-ENTRY PANEL. Use your <TAB> key to move the cursor down to a section labeled "FOR OTHER PARTITIONED DATA SETS". At the prompt DATA SET NAME ===>, type @BGD5050.TRANSFER.DATA and press <ENTER> if you want to browse your production file.

   If you want to browse your test file, type @BGD5050.TRANSFER.TEST and press <ENTER>.

3. You now see your file on the HCFA mainframe. To page up or down through the file, hold down the <ALT> key while pressing 7 (up-back) or 8 (down-forward). While in this facility, you cannot make any changes to the data; you can only verify its accurate transmission.

4. To exit, on the command line type =X and press <ENTER>.

5. To exit RLINK4, hold down the <ALT> key while pressing X. Then follow the instructions on the screen.

6. If asked to press the <QUIT> key, hold down the <ALT> key while pressing Q.

When you finish with your transmission, log on to HDC once again to browse your transmitted data, or log on to MCCOY and run the Plan Transfer Tracking Report to browse the status of your transmitted data. You know that your data has been received for monthly processing when a message displays in the file. Refer to Appendix E for a description of messages. If you transmit data while the data from your last transmission is in the file, you may overlay the data from your prior transmission.

SECTION 6. USING MCCOY

6.1 System Description

The Managed Care Option Information System (called MCCOY) is a versatile online database system that is used to view beneficiary information (enrollments and disenrollments, health status indicators, residence codes), to input Working Aged transactions, and to receive electronic file transmissions. It is a direct window to the HCFA master file of Managed Care enrollees. This system was developed and is maintained by the Division of Managed Care Systems (DMCS).

The Plan Options section of the system is restricted to eight selections:

1. Select Beneficiary and View Snapshot
2. Exception List
3. Plan Transfer Tracking Report
4. View Rates
5. View ESRD Rates
6. View Factors
7. Working Aged
8. View Beneficiary Factors

There are two major restrictions that should be noted:

- You are able to view only the records of those beneficiaries who are enrolled in, or were ever enrolled in, your particular Plan.

- The Select Beneficiary and View Snapshot option is view-only. You can look at the beneficiary records and exception records (exception records are those transactions that reject), but changes (updates, additions, deletions) to the data are not permitted.

Note: If you want to download the AAPCC rates, you can use NDM Host, NDM-PC, or RLINK to receive the following datasets:

<u>PC Use</u>: MS/DOS executable file:OG00.@BGD5050.AAPCCXX.ZIP.EXE

<u>Mainframe Use</u>:	Data Format:	OG00.@BGD5050.RATXX.DATA
	Report Format:	OG00.@BGD5050.RATXX.BOOK

XX should be replaced with the year of the rates. For 1999 AAPCC rates, replace with 99.

The 1999 AAPCC rates are available. Refer to Appendix C for the 1999 AAPCC Rate file data format record layout. The data format is also available for 1996, 1997, and 1998.

6.1.1 System Contact

If you have any questions concerning accessing MCCOY, please contact the HCFA Action Desk:

Outside Maryland: 1-800-562-1963
Within Maryland: 1-410-786-2580

6.1.2 MCCOY Users

Users of MCCOY are the Plan employees who need to update their beneficiary records and view current information about beneficiaries.

6.2 Accessing MCCOY

6.2.1 Requirements

To access MCCOY, you need a valid HDC User ID and password. The User ID is a four-character string; the password is a string of four to eight characters. The HDC assigns you an initial password along with the User ID.

You are permitted to change your password at any time, but the system requires you to change the password every 60 days. You may not reuse a password that was used before unless it is older than four changes.

If you forget your password, call your RACF Administrator (see Appendix G for a list of RACF Administrators) or the HCFA Action Desk for assistance in correcting the situation. Should you make an error when you are entering your password, you may get locked out of HDC. Should that happen, reboot your system and try again. If you still cannot get in, call the HCFA Action Desk for help at 1-410-786-2580 or 1-800-562-1963.

Also, if you are not an EFTS user, you may have received a package for RLINK4, which includes a diskette and instructions. This software can assist you in accessing the HDC.

6.2.2 Customizing Modem Speed and Dialing String

The default modem speed used with RLINK4 is 2400 bps. If you need to customize your modem speed, please read the file TROUBLE4.TXT for instructions on editing the file FTSDIAL4.DAT, which contains the modem speed. For additional information, please read USINGFTS.TXT.

6.2.3 PF Key Equivalents for RLINK Users

When accessing MCCOY through a standard telephone connection, differences between a PC keyboard and a true mainframe terminal must be accommodated. RLINK4, the telecommunications software supported by HCFA, enables emulation of an IBM 3270 keyboard by a standard PC through alternate key combinations.

Generally, the keys requiring alternate key combinations needed by system users are the Program Function Keys, or PF Keys. The functions of PF1 through PF12 can be performed by holding the <ALT> key down while pressing the corresponding numeric key. For example, if a prompt says press PF3 to exit, hold the <ALT> key and press 3 from the top row of keys as a substitute key combination. Note that the numeric keys corresponding to PF keys are 0 (PF10), -/minus (PF11), and =/equal to (PF12). A function requiring PF12 would be accomplished by pressing the combination of <ALT> and = simultaneously.

Other keys and key equivalents are used for command level processing and are not needed by most users. A hard copy of the equivalents can be made by printing the file RLINK4.CHT from the directory containing the RLINK4 software.

Following is a chart showing the RLINK4 equivalents for the RENEX TMS-2 Protocol Converter:

RLINK4 Function Equivalents for RENEX TMS-2 Protocol Converter

3270 Function	Key Sequence	3270 Function	Key Sequence
Attn	Alt-F1	PA1	Shift-F1
Back Tab	Shift Tab	PA2	Shift-F2
Clear (screen)	Alt-F3	PA3	Shift-F3
Clear (partition)	Alt-F5	PF1	Alt-1
Copy Buffer	F4	PF2	Alt-2
Cursor Down	Down Arrow	PF3	Alt-3
Cursor Up	Up Arrow	PF4	Alt-4
Cursor Left	Left Arrow	PF5	Alt-5
Cursor Right	Right Arrow	PF6	Alt-6
Cursor Select	Ctrl-F7	PF7	Alt-7
Delete Character	Del	PF8	Alt-8
		PF9	Alt-9
Dup	Ctrl-F5	PF10	Alt-0
Enter	Enter	PF11	Alt--
			(Alt-Minus)
Erase EOF	Alt F6	PF12	Alt-=
Erase Input	Alt F4	PF13	Shift-Alt-1
Field Mark	Ctrl-F6	PF14	Shift-Alt-2
Home	Home	PF15	Shift-Alt-3
Indent	F3	PF16	Shift-Alt-4
Insert	Ins	PF17	Shift-Alt-5
Jump Partition	Shift-F9	PF18	Shift-Alt-6
New Line	Ctrl-Enter	PF19	Shift-Alt-7

RLINK4 Function Equivalents for RENEX TMS-2 Protocol Converter - cont.

3270 Function	Key Sequence	3270 Function	Key Sequence
Rapid Left	Ctrl-Left Arrow	PF20	Shift-Alt-8
Rapid Right	Ctrl-Right Arrow	PF21	Shift-Alt-9
Reset	Alt-F10	PF22	Shift-Alt-0
Refresh Screen	Alt-R	PF23	Shift-Alt-- (Shift-Alt-Minus)
Scroll Down	Ctrl-PgDn or	PF23	
	Grey PageDown	PF24	Shift-Alt-=
Scroll Up	Ctrl-PgUp or	Sys Req	Alt-F2
	Grey Page Up	Test Req	Alt-F2

The following RENEX functions are performed from the "X" screen. Toggle to the "X" screen using F9. Repeated use of the F9 causes toggling between the "A" screen and the "X" screen as identified by the "AO" and the "XO" in the lower right of the screen.

RENEX Function	Key Sequence
DROP DTR (DISCONNECT)	ESC ESC *
SESSION STATUS	ESC ESC Z
MENU SELECT	ESC ESC M

To change the colors used by the system, perform the following steps, preferably before dialing in or logging on. This procedure does work while you are logged onto the system.

1 Press the F1 key to enter the Work Station Control mode.

2. Press Shift-F3 to invoke the COLOR window.

3. Press Shift-F4 to display the Color Type Menu.

4. Select the "3270 7 COLOR EXTENDED" option. Use the arrow keys to highlight your choice and press the <ENTER> key. This option displays IBM host dark blue as the PC bright blue and the IBM host yellow as the PC bright yellow.

5. Press F1 to return to the online window.

6. Press Alt-S to save the new options for next time.

6.2.4 System Logon

The HDC Logo screen appears when you have successfully made a connection with the HCFA Data Center mainframe.

```
                   DEPARTMENT OF HEALTH AND HUMAN SERVICES           Terminal
                               HCFA DATA CENTER                      LU08C203

                                         //
                   HH      HH    DDDDDDD///      CCCCCCC
                   HH      HH     DD   ///D     CC      CC
                   HH      HH     DD  ///DD     CC      CC
                   HHHHHHHHHH     DD /// DD     CC
                   HHHHHHHHHH     DD -///DD     CC
                   HH      HH     DD /// DD     CC      CC
                   HH      HH     DD///  DD     CC      CC
                   HH      HH    DD///DDDD       CCCCCCC
                                  //
                        OFFICE OF COMPUTER OPERATIONS

               PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
          (THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)

]]]]] PLEASE HIT PF12 AT THE APPLICATION MENU FOR  LATEST HCFA NEWS ]]]]]
USER ID ==>  TOXX      PASSWORD ==> ________        NEW PASSWORD ==>
****************** B R O A D C A S T   M E S S A G E S ********************
     ***** DATA CENTER WILL BE FULLY OPERATIONAL SUNDAY 8/9/92 ******
```

At this point, dial-up users are required to type in their User ID and password. Once this is done, they must press <ENTER> to access the HCFA Application Menu. The bold line appears only in dial-up connections.

Users who connect through a terminal emulator may simply press <ENTER> from this screen without entering any information.

The Application Menu then enables you to select the system you wish to access.

```
PAGE 1 of 3 ......... A P P L I C A T I O N   M E N U ......................
08/12/92 09:02                                          TERMINAL - LU08C203

       ***** DATA CENTER WILL BE FULLY OPERATIONAL SUNDAY 8/9/92 ******
       ****** OCO HAS ESTABLISHED A STATUS PHONE 410-786-2599. ********
       ****************************************************************
.............................................................................

                1   TSO        ACTIVE     Application Development
                2   CICS       ACTIVE     CICS Production System
                3   TESTCICS   ACTIVE     CICS Test System
                4   M204PRD1   ACTIVE     MODEL204 Production Region
                5   M204PRD2   ACTIVE     MODEL204 Version 2 Production
                6   WYLBUR     ACTIVE     WYLBUR Online System
                7   IDMSTEST   ACTIVE     IDMS/CV100 Database System
                8   HDID       ACTIVE     HI/SMI Beneficiary Online Inquire
                9   M204PRD3   ACTIVE     Oscar/Cafm/Casr/Crowd

               Select application ==> 5_
                                                                  more . . .
.............................................................................
```

To access the MCCOY System, type "5" (M204PRD2) in the "SELECT APPLICATION" field and press <ENTER>. This displays the Logon screen.

The Logon screen requires you to identify yourself for security. At this point, the system checks to make sure you are a valid user of the system selected from the Application Menu.

```
----------------------   M204PRD2 SIGNON  --------------------------

ENTER LOGON PARAMETERS BELOW:

  USERID      ===>  TOXX

  PASSWORD    ===>  ________            NEW PASSWORD ===>

  ACCT NMBR   ===>  7XX7XX9500

  APPLICATION ===>  MCCOY




  PF3 - to exit
```

At least three fields must be entered for you to proceed from this screen. Your four-character User ID, your unique password, and an account number should be keyed into the "USERID", "PASSWORD", and "ACCT NMBR" fields respectively. The PASSWORD entry is not displayed on the screen for security reasons. Use <TAB> to move between fields.

At this point, you may change your password if so desired. You may change your password at any time, but the system requires a change every 60 days for security reasons. The system forces a change once the limit has been reached. To change your password, after you have entered your current password, enter a new string of four to eight characters in the "NEW PASSWORD" field during logon. The system prompts you to re-enter the string for verification. Once you have entered the string a second time (exactly as you did the first time), the system acknowledges the new password. As with the normal logon, the PASSWORD fields are not displayed on the screen.

To obtain an account number when you don't have one assigned to you, call assistance staff as indicated in Section 3.7.2 (page 3-12).

Once all of your entries have been made, press <ENTER> to proceed to the next screen. If you want to access the MCCOY system from this screen, type "MCCOY" in the "APPLICATION" field and press <ENTER>.

If you wish to exit the system from the Logon screen, you may do so by pressing <PF3>. This action returns you to the Application Menu.

The Region Menu screen is where the system requires that you enter the name of the subsystem desired. This screen displays when you do not enter "MCCOY" in the Logon screen.

```
Page 1                     Model 204 V2.2 Region  M204PRD2


                      ***   ALL MESSAGES HAVE BEEN READ   ***

---------------------------------------------------------------------------

   1  CL                                MODEL 204 COMMAND LINE
   2  MCCOY              ACTIVE         GHP Managed Care Option Information





     SELECT APPLICATION >

---------------------------------------------------------------------------
PF1=HELP     PF3=EXIT                                             PF12=NEWS
```

You may enter the MCCOY system from this screen by typing the number of the system ("2") in the "APPLICATION" field and pressing <ENTER>.

When you wish to review system news, press <PF12> or enter the COMMAND LINE by typing "1" in the "APPLICATION" field and press <ENTER>.

This screen (COMMAND LINE) displays any news or messages that the M204 system may have.

```
***  M204.0353: OG21       CBSCBM3530 LOGIN  92 AUG 12  09.10

 This is HCFA Model 204 V2.2.0 Production                          (M204PRD2)

 NO LOGON MESSAGES AT THIS TIME

 >
```

To bypass the messages, press <ENTER>. The system then moves the prompt down one line. To access the messages, type the number of the message you wish to view at the ">" prompt and press <ENTER>. When you are finished viewing the message, press <ENTER> again to return to the ">" prompt.

To access the MCCOY System, type "MCCOY" and press <ENTER>. This displays the Plan Options Main Menu.

To exit the system at this time, type "LOGOFF" at the prompt and press <ENTER>. This action returns you to the Application Menu.

6.3 Using the Screens

6.3.1 PF Keys

The function keys that have pre-defined uses in this system are listed here.

<ALT> 1	= PF1	= HELP	This displays any related help screens that explain the function and usage of the screen when the <PF1> key was pressed.
<ALT> 2	= PF2	= ADD	From the Working Aged HUSP record screens, this will add new records.
		= UPDATE	From the Working Aged HUSP record screens, this will change existing records.
		= DELETE	From the Working Aged HUSP record screens, this will delete existing records.
		= RESUBMIT	From the Working Aged HUSP record screens, this will copy a record to create a new record to submit to GHI/CWF.
		= SELECT	This confirms that your selection of records are complete, from the selection list screen.
<ALT> 3	= PF3	= EXIT	From the Main Menu, this takes you out of the system.
		= END/QUIT	This leaves the current screen and returns you to the previous screen.
<ALT> 5	= PF5	= PAGE-/PAGE+	Toggles between Page 1 and Page 2 of the Working Aged HUSP record.
<ALT> 6	= PF6	= CODES/DECODE	This displays the definition of all coded fields on the screen.

<ALT> 7	= PF7	= PAGE-	This scrolls backward one full page. It appears only when a list of data is too long to be displayed entirely on one screen.
		= RECORD-	For Working Aged, it will display the prior record that was selected.
<ALT> 8	= PF8	= PAGE+	This scrolls forward one full page. It appears only when a list of data is too long to be displayed entirely on one screen.
		= RECORD+	For Working Aged, it will display the next record that was selected.
<ALT>=	= PF12	= MENU	Returns to the Plan Options Menu.

6.3.2 Plan Options Main Menu

This screen is the main menu for Plan users.

```
09/10/1998            (TOXX)  PLAN OPTIONS MENU (MCCOY)                          11

                   1)    SELECT BENEFICIARY AND VIEW SNAPSHOT

                   2)    EXCEPTION LIST

                   3)    PLAN TRANSFER TRACKING REPORT

                   4)    VIEW RATES

                   5)    VIEW ESRD RATES

                   6)    VIEW FACTORS

                   7)    WORKING AGED

                   8)    VIEW BENEFICIARY FACTORS

                   OPTION ==> _

 ==> ___________ PF1=HELP      PF3=END
```

To select one of the options, type the number in the "OPTION" field and press <ENTER>.

- Option 1 (Select Beneficiary) enables you to view specific information about a beneficiary.
- Option 2 (Exception List) enables you to view records that did not make it into the database for some reason. This occurs primarily because there is some error in the record that must be resolved.
- Option 3 (Plan Transfer Tracking Report) enables you to compare the number of accretion, deletion, or correction transactions that were received with the number of those transactions that were sent by the plans. Working Aged transactions that are sent electronically will be displayed through Option 7 (Working Aged).
- Option 4 (View Rates) enables you to view the Aged and Disabled AAPCC rates by county, the ESRD State rates, and national demographic cost factors.
- Option 5 (View ESRD Rates) enables you to view the AAPCC ESRD rates nationwide.
- Option 6 (View Factors) enables you to view the AAPCC demographic cost factors.
- Option 7 (Working Aged) enables you to access the Working Aged functions.
- Option 8 (View Beneficiary Factors) enables you to view the beneficiary factors.

6.3.3 Select Beneficiary (Option 1)

When Option 1 from the Plan Options Menu is selected, the Plan Beneficiary Selection Criteria screen displays. It enables you to choose the beneficiary record you wish to view. You may select only one record at a time. You must already know the claim number you wish to review since there is no way to display a list of valid numbers.

```
 MCCOY               PLAN BENEFICIARY SELECTION CRITERIA              11.1


                        CLAIM NUMBER ___________     (INCLUDING BIC)











                  ENTER BENEFICIARY SELECTION CRITERIA
==> ________ PF3=QUIT
```

To select the specific beneficiary record to be viewed, type the claim number in the "CLAIM NUMBER" field and press <ENTER>. Do not forget to include the Beneficiary Identification Code (BIC) at the end of the claim number (e.g., 999999999A). The system then checks that the chosen record is a member of your Plan before permitting access. Railroad Board numbers have the BIC at the beginning of the claim number (e.g., A999999999 or WA999999999).

If access is denied, either because the beneficiary is not a member of your Plan or because the claim number cannot be found, the system displays a message.

If a valid claim number is entered, the View Snapshot screen displays.

This screen displays detailed information for the claim number selected on the previous screen. This includes personal information (such as name, address, and date of birth), claim information (number and name of the plan, start and end dates, and types of options), and the status of the beneficiary's health program(s).

```
 09/11/1998                              (TOXX) VIEW SNAPSHOT (McCOY)
11.1.1
 PROFILE FOR:  09/11/1998                        (***CURRENT DATA***)

 CURRENT
 999999999A   TESTVB, LILLIE              DATE OF BIRTH: 09/14/1900  SEX: F

                                 ADDRESS:  LILLIE TESTVB
                                           1234 MAIN STREET
                                           ANYPLACE, CA 92345



 STATE: 05       COUNTY: 460       ZIP: 92345        DATE OF DEATH:

        CONTRACT:  H9999 RISK          BETTER HEALTH PLAN, INC.

                                START            END              OPTION
     ENROLLMENT:   H1056      10/01/1996
     ENTITLEMENT:  PART A:     12/01/1994                              E
                   PART B:     12/01/1994                              Y

 HEALTH STATUSES:

      CHANGE PROFILE DATE AND PRESS 'ENTER' TO VIEW HISTORICAL DATA

 ==> ___________ PF1=HELP    PF3=QUIT    PF6=CODES    PF9=PRINT     PF12=MENU
```

This screen is display-only. No alterations can be made to the data.

Pressing <ALT> 6 or <PF6> displays the definitions of the coded fields on this screen. These are shown on the Snapshot Detail screen.

To obtain a hard copy of the information on this screen, press the "PRINT SCREEN" key. The text currently displayed on your terminal is sent to your printer.

This screen displays the coded fields from the Snapshot View screen along with the values and their descriptions.

```
MCCOY                         SNAPSHOT DETAIL                        11.1.1

999999999A   TESTVB, LILLIE              DATE OF BIRTH: 09/14/1900  SEX: F


    STATE          :     05 - CALIFORNIA

    COUNTY         :    460 - SAN BERNARDINO

    ZIP/CITY       :  12345 - ANYPLACE

    PART A OPTION  :      E - AUTOMATIC ENTITLEMENT, NO PREMIUM NECESSARY

    PART B OPTION  :      Y - YES, PREMIUM IS PAYABLE




==> ________  PF1=HELP      PF3=QUIT          PF12=MENU
```

This is a display-only screen. No alterations can be made to the data.

- The "State" field displays the two-digit numeric code for the state in which the beneficiary is located and the name of the state.
- The "County" field displays the three-digit numeric code for the county in which the beneficiary is located and the name of the county.
- The "Zip/State" field displays the five-digit numeric zip code for the city in which the beneficiary is located and the name of the city.
- The Part A and Part B Option fields display the character code of the entitlement the beneficiary receives for each of the Medicare options. If there is no value in the field, there is no entitlement.

6.3.4 Exception List (Option 2)

When Option 2 is selected from the Plan Options Menu, the Exception List Criteria screen displays. It enables you to choose which exception records to view.

```
09/11/1998                    (TOXX) EXCEPTION LIST CRITERIA (DRIVER)
      11.2

                         PROCESS MONTH: MM/___/YYYY


                          CONTRACT #  _____





==> ___________  PF1=HELP     PF3=END      PF6=CODES   PF12=MAIN MENU
```

You must enter a processing date. Enter the month and the year. The day is optional.

The contract number field is optional. If you enter a contract number, the displayed list is limited to that contract. If no number is entered, the list includes all exception records for all contracts associated with the user.

When you are finished making your selections, press <ENTER> to display the list of exceptions.

This screen lists all the exceptions for the criteria entered in the previous screen.

```
09/11/1998              (TOXX)  EXCEPTION LIST  (1 OF 1)
       11

                  ENTRY                                       TRAN
EFF
 REPLY
 SOURCE   DATE      CLAIM NUM    SURNAME     CODE     DATE   CONTRACT
CODE

 H8888  02/09/92   999999999A    FEIG         51    01/01/92   H8888
50
 H8888  02/09/92   999999999A    TOBIAS       51    01/01/92   H8888
52
 H8888  02/09/92   999999999A    HERSTEIN     01    02/01/92   H8888
60
 H8888  02/09/92   999999999D    LEFF         51    01/01/92   H8888
52
 H9999  02/09/92   999999999A    BERRY        01    02/01/92   H9999
60
 H9999  02/09/92   999999999A    BELL         51    01/01/91   H9999
54
 H9999  02/09/92   999999999A    ISOM         01    02/01/92   H9999
60
 H9999  02/12/92   999999999A    BERNAL       61    03/01/92   H9999
40
 H9999  02/12/92   999999999M    LOMASANG     61    03/01/92   H9999
32
 H9999  02/12/92   999999999A    DUPREE       61    03/01/92   H9999
40
 H9999  02/12/92   999999999A    BERRY        61    02/01/91   H9999
47
 H9999  02/12/92   999999999A    RYALS        61    03/01/92   H9999
40
 H9999  02/12/92   999999999A    MCMILLEN     61    03/01/92   H9999
40



 ==> ___________ PF1=HELP      PF3=QUIT      PF6=DECODE
                 PF7=PAGE-     PF8=PAGE+     PF12=MENU
```

To display the Exception Detail screen for a particular exception, position the cursor at the end of the desired line and press <ALT> 6 or <PF6>.

This screen displays the coded fields for the specific exception record selected from the previous screen along with the values and their descriptions.

```
09/11/1998                       (TOXX) EXCEPTION DETAIL (MCCOY)
   11.2

 999-99-9999A TESTVB, LILLIE             DATE OF BIRTH: 09/14/1900    SEX: F

     CONTRACT       :  H9999 - BETTER HEALTH PLAN, INC.

     TRANSACTION    :   51 - DISENROLLMENT

     ACTION CODE    :

     REPLY CODE     :     50 - DISENR REJ, NOT ENROLLED

     SOURCE         :  H9999 - BETTER HEALTH PLAN, INC.

     EFFECTIVE DATE : 01/31/92

     ENTRY DATE     : 02/09/92

   ==> ___________ PF1=HELP           PF3=QUIT          PF12=MENU
```

This is a display-only screen. No alterations can be made to the data.

- The "Contract" field displays the number and name of the selected contract.
- The "Transaction" field displays the numeric code, indicating the type of transaction that this record represents, and its text description.
- The "Action Code" field is associated with the transaction code and indicates the type of action for correction records.
- The "Reply Code" field displays the numeric code, indicating what was wrong with this record that prevented its entry into the database, and its text description.
- The "Source" field displays the alphanumeric code, indicating which agency or person sent in the transaction, and its text description.
- The "Effective Date" field displays the day on which the transaction should have taken effect.
- The "Entry Date" field displays the day on which the transaction was entered into the system.

6.3.5 Plan Transfer Tracking Report (Option 3)

When Option 3 on the Plans Option screen is selected, the Plan Transfer Tracking Report Criteria screen displays. This option enables you to compare the number of transactions that were received by HCFA with the number of transactions that were sent by the Plans.

```
09/11/1998            (TOXX) PLAN TRANSFER TRACKING REPORT CRITERIA           11.3

     CONTRACT NUMBER: H9999___

     REPORT PERIOD: 09/01/1998       (DD IS OPTIONAL)







==> ___________  PF1=HELP     PF3=QUIT          PF6=CODES      PF12=MENU
```

The "Contract Number" field is optional. If you enter a contract number, the displayed list is limited to that contract. If you do not enter a number, the list displayed includes all transactions received for all contracts associated with the user during the report period.

You must enter a "Report Period." Enter the month and the year. The day is optional.

Note Future Enhancement: When the day is entered as part of the report period date, this option will permit you to display only the transmissions received by HDC for that day.

When you are finished making your selections, press <ENTER> to display the list of transactions received. For your convenience, a sample report with definitions of the fields is shown on the next page.

Note: The user should wait at least 30 minutes before viewing the Transfer Tracking Report. This allows time for the job that generates the report to process.

SAMPLE PLAN TRANSFER TRACKING REPORT

```
              MCCOY BROWSE UTILITY
COMMAND > ____________________________________________________________________  LINE 1

RUN DATE:  09/14/1998              OG27   PLAN TRANSFER TRACKING              REPORT ID:  99
REPORTING MONTH:  10/1998                        REPORT                       PAGE:   1

            PROCESS/                 RECORD COUNTS
  CON        CREATE        RETRO       HIC                  CODE  CODE  CODE  CODE
NUMBER      DATE/TIME      MONTH   FIRST/LAST    TOTAL       60    61    01    51     INVALID
------------------------------------------------------------------------------------------------
H9999      19980902      199810   9999999999 B      63       0     63     0     0        0
            75558        199808   9999999999A
H9999      19980908      199810   99999999999      188       0    188     0     0        0
            155045                 99999999999
H9999      19980910      199810    MA99999999      121       0    121     0     0        0
            140839                9999999999A
H9999      19980910      199810   9999999999D       15       0      5     3     7        0
            142254                MA99999999



==> ___________  PF1=HELP                          PF3=QUIT                  PF5=PRINT
  PF7=PAGE-      PF8=PAGE+         PF10=LEFT       PF11=RIGHT                PF12=MENU
```

Note: If there is more than one date in the Process/Retro Month Field, the transfer file will not be put into production.

Description of Data Fields for Plan Transfer Tracking Report

1.	CON NUMBER	-	Contract number from transmitted file
2.	CREATE DATE	-	Date transmission received
3.	CREATE TIME	-	Time transmission received
4.	PROCESS MONTH	-	Current processing month from header record
5.	RETRO MONTH	-	Date from header record. If this date is for a prior month, it is considered a retroactive date for processing. This means the data will not be processed without prior approval from HPPOS (See 3.6.7).
6.	HIC FIRST	-	Claim number from first record for each contract number
7.	HIC LAST	-	Claim number from last record for each contract number
8.	TOTAL	-	Number of records in file for specific contract
9.	CODE 60 COUNT	-	Number of records with transaction code 60
10.	CODE 61 COUNT	-	Number of records with transaction code 61
11.	CODE 01 COUNT	-	Number of records with transaction code 01
12.	CODE 51 COUNT	-	Number of records with transaction code 51
13.	INVALID COUNT	-	Number of records with any other transaction code or that failed the edit checks

6.3.6 View Rates (Option 4)

When Option 4 on the Plans Option Menu is selected, the Rates by State/County Code screen displays. This option enables you to view the Aged and Disabled AAPCC rates by county (Parts A and B Aged, Parts A and B Disabled, Parts A and B ESRD), the ESRD State rates, and the state demographic ESRD rates for any county in the United States. These screens provide information about the rates that form the basis of payments to risk plans.

```
09/11/1998        (TOXX)  RATES BY STATE/COUNTY CODE (DRIVER)     11.4

                   DATE: 03/01/1998    STATE COUNTY CODE: _____

____________________________________________________________________________

        AAPCC RATES                    DOD RATES

  PART A AGED RATE:                    DOD PART A RATE:
  PART B AGED RATE:                    DOD PART B RATE:
  PART A DIB RATE:                     DOD ESRD A RATE:
  PART B DIB RATE:                     DOD ESRD B RATE:

        STATE ESRD RATES               STATE DEMO ESRD RATES

   PART A CRD RATE:                    PART A DEMO RATE:
   PART B CRD RATE:                    PART B DEMO RATE:





     ENTER DATE AND STATE COUNTY CODE, THEN PRESS ENTER TO VIEW RECORD
==> ________ PF1=HELP    PF3=QUIT    PF6=CODES   PF12=MENU
```

When you request this option, the current date is automatically entered in the "Date" field and the current rates display in the AAPCC Rates, State ESRD, and State DEMO ESRD fields for Parts A and B.

If you want historical or future rates, you can change the date by moving the cursor to the "Date" field and entering a different date.

You must also enter the State and County code. If you are unsure of correct codes, position the cursor on the State County Code field, and press <PF6> to select the State and County codes. An example of the screen that displays follows.

When you are finished, press <ENTER> to view the record.

6.3.6.1 Select One State Only

```
 09/11/1998           (TP25)  SELECT ONE STATE ONLY  (1 OF 2)          11.4


_  01   AL   ALABAMA                   _   16   IA   IOWA
_  02   AK   ALASKA                    _   17   KS   KANSAS
_  03   AZ   ARIZONA                   _   18   KY   KENTUCKY
_  04   AR   ARKANSAS                  _   19   LA   LOUISIANA
_  05   CA   CALIFORNIA                _   20   ME   MAINE
_  06   CO   COLORADO                  x   21   MD   MARYLAND
_  07   CT   CONNECTICUT               _   22   MA   MASSACHUSETTS
_  08   DE   DELAWARE                  _   23   MI   MICHIGAN
_  09   DC   DISTRICT OF COLUMBIA      _   24   MN   MINNESOTA
_  10   FL   FLORIDA                   _   25   MS   MISSISSIPPI
_  11   GA   GEORGIA                   _   26   MO   MISSOURI
_  12   HI   HAWAII                    _   27   MT   MONTANA
_  13   ID   IDAHO                     _   28   NE   NEBRASKA
_  14   IL   ILLINOIS                  _   29   NV   NEVADA
_  15   IN   INDIANA                   _   30   NH   NEW HAMPSHIRE



==> ________  PF1=HELP    PF3=QUIT    PF8=PAGE+
```

Select the state with an "X" and press <ENTER>. The Select County Code screen displays (see page 6-24).

The <PF7> key appears only on screens where the user can page backward. The <PF8> key is used to page forward to display additional states and appears only on screens where the user can page forward.

The <PF3> key returns you to the View Rates screen.

6.3.6.2 Select One County Only

```
09/11/1998          (XXXX)  SELECT ONE COUNTY ONLY  (1 OF 1)          11.4


_  000       ALLEGANY                    _  150       MONTGOMERY
_  010       ANNE ARUNDEL                _  160       PRINCE GEORGES
_  020       BALTIMORE                   _  170       QUEEN ANNES
_  030       BALTIMORE CITY              _  180       SAINT MARYS
_  040       CALVERT                     _  190       SOMERSET
_  050       CAROLINE                    _  200       TALBOT
_  060       CARROLL                     _  210       WASHINGTON
_  070       CECIL                       _  220       WICOMICO
_  080       CHARLES                     _  230       WORCESTER
_  090       DORCHESTER
_  100       FREDERICK
_  110       GARRETT
_  120       HARFORD
_  130       HOWARD
_  140       KENT
```

After you select the county with an "X" and press <ENTER>, a Select One Zip Code Only Screen displays with the zip codes for the state and county entered (see page 6-25).

The <PF7> key (page backward) and the <PF8> key (page forward) are available for paging through the counties when there is more than one page of counties.

The <PF3> key returns you to the Select One State Only screen.

6.3.6.3 Select One Zip Code Only

```
09/11/1998         (TOXX)  SELECT ONE ZIP CODE ONLY  (1 OF 1)                 11


 _  21811     BERLIN                              _   21864     STOCKTON
 _  21811     OCEAN PINES                 _   21872     WHALEYVILLE
 _  21813     BISHOP
 _  21813     BISHOPVILLE
 _  21822     EDEN
 _  21829     GIRDLETREE
 _  21841     NEWARK
 _  21842     NORTH OCEAN CITY
 _  21842     OCEAN CITY
 _  21842     WEST OCEAN CITY
 _  21843     OCEAN CITY
 _  21851     POCOMOKE CITY
 _  21851     POCOMOKE
 _  21862     SHOWELL
 _  21863     SNOW HILL



 ==> ________  PF1=HELP    PF3=QUIT     PF12=MENU
```

After you select the zip code with an "X" and press <ENTER>, the Rates by State/County Code screen displays with the rates for the state and county entered (see page 6-26).

The <PF7> key (page backward) and the <PF8> key (page forward) are available for paging through the counties when there is more than one page of counties.

The <PF3> key returns you to the View Rates screen.

6.3.6.4 Rates by State/County Code (with rates)

```
09/11/1998        (TOXX)  RATES BY STATE/COUNTY CODE  (MCCOY)                11.4

              DATE: 03 / 01 / 1998     STATE COUNTY CODE: 21020
           STATE NAME:  MARYLAND    COUNTY NAME:  BALTIMORE
 _____________________________________________________________________________


          AAPCC RATES                                      DOD RATES
 FROM 01/01/1998 TO 12/31/1998                        FROM 01/01/1998 TO 12/31/1998
 PART A AGED RATE:     $316.83                       DOD PART A RATE:      $199.09
 PART B AGED RATE:     $234.66                       DOD PART B RATE:      $169.80
 PART A DIB RATE:      $275.43                       DOD ESRD A RATE:      $914.26
 PART B DIB RATE:      $217.11                       DOD ESRD B RATE:      $2,184.92


        STATE ESRD RATES                                   STATE DEMO ESRD RATES
 FROM 01/01/1998 TO 12/31/1998                        FROM 01/01/1998 TO 12/31/1998
 PART A CRD RATE:    $1,347.92                        PART A DEMO RATE:   $1,811.75
 PART B CRD RATE:    $2,796.97                        PART B DEMO RATE:   $3,762.88


 ==> ________ PF1=HELP  PF3=QUIT  PF6=CODES  PF12=MENU
```

After you have selected the residence code whose rates you wish to view, press <F6> to display the rates for another state/county code combination. Repeat the procedure you performed on pages 6-23 through 6-25.

Pressing <PF3> returns you to the Plan Options Main Menu.

6.3.7 View ESRD Rates (Option 5)

When Option 5 on the Plans Option Menu is selected, the View ESRD Rates screen displays. This screen displays the AAPCC ESRD rates nationwide. This option enables you to view the Part A and Part B ESRD rates by State (numerical code and post office abbreviation). The current date is supplied as the default, but this field can be overwritten to view rates for different years.

```
09/11/1998     (TOXX)  AAPCC ESRD RATES NATIONWIDE  (MCCOY)        11.5

       DATE: 03 / 01 / 1998
 STATE CODE        STATE NAME                     A RATE        B RATE

   01              Alabama                        $1,104.40             $2,291.67
   02              Alaska                         $978.90          $2,031.25
   03              Arizona                        $1,200.53             $2,491.13
   04              Arkansas                       $1,056.10             $2,191.44
   05              California                     $1,347.65             $2,796.40
   06              Colorado                       $1,129.83             $2,344.42
   07              Connecticut                    $1,371.37             $2,845.62
   08              Delaware                       $1,294.16             $2,685.43
   09              District of Columbia           $1,499.37             $3,111.24
   10              Florida                        $1,171.16             $2,430.20
   11              Georgia                        $1,150.17             $2,386.63
   12              Hawaii                         $1,217.34             $2,526.01
   13              Idaho                             $852.20            $1,768.34
   14              Illinois                       $1,157.75             $2,402.38
   15              Indiana                        $1,064.24             $2,208.32


 ==> ________ PF1=HELP  PF3=QUIT  PF7=PAGE-  PF8=PAGE+  PF12=MAIN MENU
```

To display the AAPCC ESRD rates nationwide, enter a date in the "DATE" field, and press <ENTER>.

The <PF7> key is used to page backward to display the previous screen of rates. The <PF8> key is used to page forward to display additional rates.

The <PF3> key returns you to the View Rates screen.

6.3.8 View Factors (Option 6)

When Option 6 from the Plan Options Menu is selected, the AAPCC Demographic Cost Factors screen displays. It lists the demographic cost factors used in calculating the payment to certain types of plans.

```
 09/11/1998    (TOXX)  VIEW AAPCC DEMOGRAPHIC COST FACTORS  (MCCOY)
11.6

 DATE: 03 / 01 / 1998  BENE TYPE (A/D): A  SEX (M/F): M  BILL OPTION
(OPT): *_

                       NONINST
         AGE               NONINST          NON          WORK
  A/B    RANGE      INST    MDCAID        MDCAID    NHC       AGED

   A     65-69     1.75    1.15       0.65          ____      0.40
   A           70-74        2.25    1.50          0.85     ____
0.45
   A           75-79        2.25    1.95          1.05     ____
0.70
   A     80-84     2.25    2.35       1.20    ____       0.80
   A           85+          2.25    2.60          1.35           __
   0.90

   B    65-69          1.60    1.10          0.80     ____      0.45
   B     70-74         1.80    1.35          0.95     ____      0.65
   B     75-79         1.95    1.55          1.10     ____      0.80
   B          80-84            1.95    1.70      1.15     ____
0.90
   B     85+           1.95    1.70          1.15     ____      1.00



  ==> ________ PF1=HELP   PF3=QUIT   PF12=MENU
```

The current date is automatically entered when you request this option, and the tables produced have the current data. You can request historical or future data by moving the cursor to the date field and entering a different date.

Since the tables are too large to display on the screen at one time, they have been divided into four parts. You can view all four parts, one at a time, by entering different values in the fields marked BENE TYPE and SEX. The possible value for BENE TYPE are: A for Aged, D for Disabled. The possible values for SEX are: M for Male, F for Female. To view the entire set of values for one year, you must enter the following combinations: aged male, aged female, disabled male, disabled female.

The BILL OPTION field is optional. If you enter an "*" or leave this blank, the tables produced reflect the factors that are used for risk-contracting plans (the vast majority). If you enter a "12," the tables that are produced reflect the special factors that are used for SHMOs (Social HMOs).

6.3.9 Working Aged (Option 7)

When Option 7 from the Plan Options Menu is selected, the Working Aged Main Menu screen displays. This screen lists the functions available for the review and manipulation of Working Aged transactions.

```
09/11/1998                    (TOXX) WORKING AGED MAIN MENU (MCCOY)             11.7

                    1)  ADD NEW TRANSACTION

                    2)  CHANGE TRANSACTION

                    3)  VIEW TRANSACTION

                    4)  DELETE TRANSACTION

                    5)  RE-SUBMIT TRANSACTION

                    6)  SELECT TRANSACTIONS FOR DOWNLOAD

                    7)  VIEW EXCEPTIONS


                    OPTION ==> _

==> ___________ PF1=HELP      PF3=END
```

To select one of the options, type the number in the OPTION field and press <ENTER>.
The following functions are available:

- Add New Transaction - Add a new transaction record.
- Change Transaction - Modify an existing transaction record.
- View Transaction - Review the information in an existing transaction record and verify batch receipt of data.
- Delete Transaction - Remove an existing transaction record from the database.
- Resubmit Transaction - Copy an existing transaction to create another transaction with a different document control number. This allows you to correct a rejected transaction and resubmit it to GHI/CWF for approval.
- Select Transactions For Download - Create a file containing selected transactions. This file can be downloaded to your PC or mainframe using RLINK4, NDM, or NDM-PC. See Appendix C for the record layout.
- View Exceptions - Review a list of rejected Working Aged transaction records that have been returned from GHI/CWF.

All Working Aged transactions that have been received electronically or entered through the MCCOY online by the last business day of the month must have a system-generated status of "G" (awaiting transmission to GHI) in order for the HCFA system to send the transaction to GHI. This means that the transaction must have passed all the system edits. All Working Aged transactions, including batch transmissions, are available through the MCCOY online. If you have sent a batch transmission and it cannot be viewed through the MCCOY system, then it will not be sent to GHI.

Once the transaction has been sent to GHI for processing, the status of the transaction will change to "S" (sent to GHI). At this point, the record is locked and cannot be updated through MCCOY.

When a response is received from GHI or CWF, the status will be updated accordingly: "P" (pending from GHI, but not yet processed by CWF), "A" (accepted by CWF but not yet posted), or "R" (rejected by GHI/CWF). Rejected transactions that have been received can be viewed at any time through MCCOY's Working Aged View Exception option. See Section 6.3.9.7 (page 6-41) for details. If a response has not been received for a Working Aged transaction by the end of the month and the system status for that transaction is "S", the transaction will be sent again to GHI automatically for processing.

The following is a list of MCCOY statuses for Working Aged transactions:

Status	Description
N	Batch transmission has been received, but transactions have not been processed through the final edits. These transactions should be processed through the final edits at night and will be updated with a status of "U" or "G".
U	Unacceptable. The transaction has not passed all the edits and cannot be sent to GHI. Use the Working Aged Change Transaction option to correct the errors. See Section 6.3.9.2 (page 6-34) for details.
G	The transaction has passed all the edits and is ready to be sent to GHI.
S	The transaction has been sent to GHI.
P	The transaction has been received by GHI, but is pending because it has not been processed by CWF.
A	The transaction has been received by CWF, but has not been posted to the database, and will not be reflected in the payment.

Status	Description
R	The transaction has been rejected by GHI or CWF. An associated SP code will be given to indicate the cause of the rejection. Rejected transactions can be viewed through MCCOY's View Working Aged Exceptions. See Section 6.3.9.7 (page 6-41) for details.

The status is displayed on Page 1 and Page 2 of the Working Aged HUSP record screens.
To check the current status of a Working Aged transaction, use the Working Aged View Transaction option. See Section 6.3.9.3 (page 6-37) for details.

When a response is received from GHI/CWF, the MCCOY status is updated with one of the following statuses: P, A, or R. The responses will be reported on your monthly transaction reply report with the associated transaction reply codes:

Status	Reply Code	Description
P	69	Working Aged Pending
A	65	Working Aged Accepted, But Not Yet Posted to CWF
R	68	Working Aged Status Rejected

6.3.9.1 Add New Transaction

This option allows you to add a new Working Aged HUSP record.

```
09/11/1998             (TOXX) WORKING AGED HUSP RECORD (PAGE 1) - ADD             11.7.1

CONTRACT:_________          DOCUMENT: _______________               STATUS: _
CLAIM #: ___________   NAME: ______, _   BIRTH DT:  MM/DD/YYYY      SEX: _

        MSP DATES                                             TRAN      MSP VALID
EFFECT: MM/DD/YYYY   TERM: MM/DD/YYYY                         TYPE: _   INDICATOR: _

SUBSCRIBER INFORMATION                 EMPLOYER INFORMATION
----------------------                 --------------------
EMPLOYEE ID:       ___________         EMPLOYER NAME:  _________________________
LAST NAME:         ________________          ADDRESS:  ______________________
FIRST NAME:        ____________                 CITY:  ___________________
EMPLOYEE INFO:     _                           STATE:  __
PATIENT RELATION:  __                            ZIP:  _________


                      INSURANCE GROUP INFORMATION
                      ---------------------------
GROUP NAME:  ________________       GROUP NUMBER:  ____________________________


==> _____________  PF1=HELP  PF2=ADD  PF3=QUIT  PF5=PAGE+  PF6=DECODE  PF12=MENU
```

The first page of the record displays with no data. The system-generated DOCUMENT field (which is the document control number) and the STATUS field will not display.

The rest of the information is user-entered. Only the CONTRACT number field is initially required, and must be a valid number (existing in the database). This is required for the generation of the document control number and storage of the record.

If a claim number is entered and there is already an open Working Aged transaction for the beneficiary, the message "ANOTHER OPEN HUSP RECORD EXISTS FOR THIS CLAIM NUMBER. PRESS PF2 TO ADD." displays.

If you want to exit without adding the record, press <PF3>. Press <PF2> to add the record. If the entered information passes the system edits, then the Page 2 screen displays. If errors exist, then appropriate error messages display and valid information is stored on a record with a status of "U" for unacceptable. If you do not have all of the correct information available for Page 1, you can press <PF5> to enter additional data on Page 2.

This is Page 2 of the Working Aged HUSP record. The mandatory fields required for this screen are as follows:

CONTRACT	CLAIM NUMBER	NAME
BIRTH DATE	SEX	MSP EFFECTIVE DATE
TRANSACTION TYPE	MSP VALIDITY INDICATOR	PATIENT RELATIONSHIP

```
09/14/1998          (TOXX)  WORKING AGED HUSP RECORD (PAGE 2) - ADD           11.7.1

CONTRACT: H3971                 DOCUMENT: H99999999999999                 STATUS: U
CLAIM #: 999-99-9999-A          NAME: Hannig , W      BIRTH DT: 01/01/1930   SEX: 0

     MSP DATES                                              TRAN        MSP VALID
EFFECT: 01 / 01 / 1995         TERM: MM / DD / YYYY          TYPE: 0     INDICATOR: Y

                          PRIMARY INSURER INFORMATION
                          ---------------------------------------------------

                          INSURER NAME:    ________________________________
                          ADDRESS LINE1:   ________________________________
                          ADDRESS LINE2:   ________________________________
                                   CITY:   _______________
                                  STATE:   __ ZIP: _________

                         POLICY NUMBER:    _________________


==> ________ PF1=HELP        PF2=UPDATE        PF3=QUIT          PF5=PAGE-
                              PF6=DECODE                          PF12=MENU
```

A message "HUSP RECORD ADDED, ENTER ADDITIONAL DATA TO COMPLETE RECORD INFORMATION." displays.

If you want to exit without entering information, press <PF3>. To confirm the addition of the information, press <PF2> to update the record. This changes the status of the record to "G" (awaiting transmission to GHI), if all information on both Page 1 and Page 2 has passed the system edits.

To add another record, press <PF5> to return to Page 1 of the add screens.

If you need to change the information for a record that you have added, press <PF3> to return to the Working Aged Main Menu. Then enter "2" to go to the Change Transaction option.

The INSURER NAME field is mandatory when the MSP VALID INDICATOR field equals "Y".

6.3.9.2 Change Transaction

This option allows you to modify an existing transaction record. When Option 2 is selected from the Working Aged Main Menu, the Working Aged Selection Criteria screen is displayed. (The "X" in the screen number of this and the companion selection screen displays with the option number from which the screens are selected.)

```
09/11/1998              (TOXX) WORKING AGED SELECTION CRITERIA (DRIVER)
   11.7.2



                ENTER SELECTION CRITERIA AND PRESS <ENTER>:

                    ENTRY DATE     MM/DD/YYYY    (DD BLANK = WHOLE MONTH)

                    DOCUMENT #          _____________________

                    CONTRACT #          _____

                    CLAIM NUMBER        _____________________

                    LAST NAME           ______

                    FIRST INITIAL       __

                    TRAN TYPE           __

                    STATUS              __


==> ___________ PF1=HELP   PF3=QUIT  PF6=DECODE             PF12=MENU
```

To select a specific record, enter the Document Control Number or key in as much information as possible. This will limit the search of the database. Those records with the following statuses will not be available for change: S (Sent to GHI), P (Pending), R (Rejected), and A (Accepted). Only records with a status of N (not processed through final edits for batch transmission), U (unacceptable), or G (awaiting transmission to GHI) can be changed (see list of statuses on page 6-30).

Pressing <PF6> while the cursor is on a coded field displays the screen listing the valid values for that field. TRAN TYPE and STATUS are the only coded fields on this screen.

When all information is keyed and matches a single transaction, pressing <ENTER> displays the first page of the record. If the criteria does not specify a single transaction, a screen listing all transactions matching the criteria displays.

For example, if you enter a status of "G", a list of all records containing a status of "G" for the contract number(s) to which your User ID has access displays.

```
 09/11/1998              (TOXX) WORKING AGED SELECTION LIST (MCCOY)
11.7.2
 PAGE:001 OF 001

 SEL    CLAIM NUM      NAME      CONTRACT      DOCUMENT       TRAN TYPE   STATUS

 ---   ------------   --------   --------   ---------------   ---------   ------


  _    999999999A     JEFFER,O   H9999      H99999610210051       1          N

  _    999999999B     JEFFER,P   H9999      H99999610210071       1          N

  _

  _

  _

  _

  _

  _

  _

  _

  _

  _



 ==> ________  PF1=HELP    PF2=SELECT    PF3=QUIT   PF6=DECODE

                                             PF12=MENU
```

To select a transaction from the list, type an "X" in the SEL field beside the desired transaction and press <PF2>. You can select more than one record from the list. Once the transaction is selected, pressing <PF2> displays the first page of the record.

```
09/11/1998          (KB56)WORKING AGED HUSP RECORD (PAGE 1) - CHANGE             11.7.2

CONTRACT:H1036        DOCUMENT: H10369610210051               STATUS: N
CLAIM #: 260422103A   NAME: JEFFER___, O   BIRTH DT: 12/06/1929      SEX: 1

        MSP DATES                                         TRAN      MSP VALID
EFFECT: 01/01/1995   TERM: 02/31/1995                     TYPE: 1   INDICATOR: Y

SUBSCRIBER INFORMATION                 EMPLOYER INFORMATION
----------------------                 --------------------
EMPLOYEE ID:       244422002         EMPLOYER NAME:    DCCA
LAST NAME:         JEFFERSON         ADDRESS: 5310 DORSEY DRIVE
FIRST NAME:        OTIS              CITY: ELLICOTT CITY
EMPLOYEE INFO:     P                       STATE: MD
PATIENT RELATION: 01                       ZIP: 210421234

                      INSURANCE GROUP INFORMATION
                      ---------------------------
GROUP NAME: GENERIC INS.CO.              GROUP NUMBER:789456123

==> _____________  PF1=HELP  PF2=UPDATE  PF3=QUIT  PF5=PAGE+
                PF6=DECODE                       PF12=MENU
```

This screen displays with the existing data for the selected transaction. If more than one transaction has been selected, the first transaction on the list will display and function keys to access all records (<PF7>=RECORD- and <PF8>=RECORD+) will be available. The STATUS will remain "U" for unacceptable until any altered data has passed the system edits, at which time it will change to "G".

```
09/11/1998         (TOXX) WORKING AGED HUSP RECORD (PAGE 2) - CHANGE           11.7.2

CONTRACT: H9999          DOCUMENT: H999999610210051            STATUS: N
CLAIM #:999-99-9999    NAME: JEFFER,O    BIRTH DT: 12/06/1900     SEX: 1

        MSP DATES                                            TRAN      MSP VALID
EFFECT: 01/01/1995   TERM: 02/31/1995                        TYPE: 1   INDICATOR: Y

                   PRIMARY INSURER INFORMATION
                   ---------------------------


                    INSURER NAME:      INSURANCE COMPANY
                   ADDRESS LINE1:      SUITE 12345
                   ADDRESS LINE2:      456 S.W. 89TH AVE.
                            CITY:      NOWHERE
                           STATE:      MD ZIP: 210441558

                   POLICY NUMBER:      1234567891234567



==> ________  PF1=HELP  PF2=UPDATE  PF3=QUIT  PF5=PAGE-
            PF6=DECODE                 PF12=MENU
```

Once all desired data has been changed, press <PF2> to update the record. This should be done before toggling to the second page by pressing <PF5>. If data on Page 2 is altered, press <PF2> again before exiting the record to accept those changes.

6.3.9.3 View Transaction

This option allows you to review the information for an existing transaction. If you have sent your data electronically, this option can be used to check the receipt of your file and the current status of your records. When your file is received, the records are stored with a status of "N" (not processed through final edit for batch transmission) if the contract number is valid and claim number is a valid format. Once the records are processed through the final edits at night, the record will have a status of "G" (awaiting transmission to GHI) if all edits were passed or "U" (unacceptable) if there were errors. You may access the records through the Change Transaction function (page 6-34) to correct any errors.

The same selection criteria screens as described in the CHANGE option (pages 6-34 and 6-35) display to allow you to specify a transaction. More than one record can be selected at a time.

The information on the screen will be view-only, which means that you will not be allowed to change any data. The <PF2> key does not display, and the <PF5> key toggles between the first and second page of the record.

6.3.9.4 Delete Transaction

This option allows you to remove an existing transaction from the database. Those records with the following statuses will not be available for deletion: S (Sent to GHI), P (Pending), R (Rejected), and A (Accepted).

The same selection criteria screens as described in the CHANGE option (pages 4-34 and 4-35) display to allow you to specify a transaction. More than one record can be selected at a time.

The information on the screen will be view-only; this means that you will not be allowed to change any data.

To page through the records without deleting, press <PF8>. This pages to the next record.

To delete a selected transaction, press <PF2> when you are positioned on that record (from either Page 1 or Page 2). This displays a confirmation message, at which time you must press <PF2> a second time to actually delete the transaction.

To abort the deletion, press <PF3>.

6.3.9.5 Resubmit Transaction

This option allows you to copy an existing transaction or to create another transaction with a different document control number. This allows you to correct a rejected transaction and resubmit it to CWF for approval.

The same selection criteria screens as described in the CHANGE option (pages 6-34 and 6-35) display to allow you to specify a transaction. In this option, only one transaction can be selected at a time.

Once a transaction is selected, the first page of the record displays. The information is view-only, which means none of the displayed data can be changed. The <PF2> key for this option is the RESUBMIT function.

Pressing <PF2> redisplays the first page with three changes: a new, different document control number; a status of "U"; and a <PF2> key with an UPDATE function. If there is another open HUSP record for the beneficiary, the warning message "ANOTHER OPEN HUSP RECORD EXISTS FOR THIS CLAIM NUMBER. PRESS <PF2> TO RESUBMIT" displays. This allows you to quit from the screen without adding a duplicate record. If you choose to store the record, it will have a different document control number. A second message "NEW DOCUMENT # CREATED, ENTER CHANGES AND PRESS <PF2> TO UPDATE." displays.

Pressing <PF2> on either Page 1 or Page 2 accepts the new record with a status of "G" if all information passes the system edits.

6.3.9.6 Select Transactions for Downloading

This option allows you to create a file containing selected transactions. This file can be downloaded to your PC or mainframe using RLINK4, NDM, or NDM-PC. See Appendix C (page C-16) for the record layout.

The same selection criteria screens as described in the CHANGE option (pages 6-34 and 6-35) display to allow you to specify a transaction. In this option, there is a SELECT ALL field on the Selection List screen, which allows you to download all of the transactions listed with a default of "Y". If you want to select only specific transactions for downloading, change the default to "N" and then select the desired transactions by keying "X" in the SEL field next to them.

```
09/11/1998                (TOXX) WORKING AGED SELECTION LIST (MCCOY)                11.7.6
PAGE:001 OF 001                SELECT ALL = Y
SEL    CLAIM NUM      NAME      CONTRACT      DOCUMENT       TRAN TYPE   STATUS
---   ------------   --------   --------   ---------------   ---------   ------
 _    999999999A     JEFFER,0     H9999      H99999610210051     1          N
 _    999999999B     JEFFER,P     H9999      H99999610210071     1          N






==> ________  PF1=HELP    PF2=SELECT    PF3=QUIT   PF6=DECODE
                                          PF12=MENU
```

Pressing <PF2> when the selections are made displays the Download Criteria screen.

```
09/11/1998               (TOXX) WORKING AGED DOWNLOAD CRITERIA (MCCOY)
  11.7.6



            FILE NAME:   XXXX.@BGD5080.DYYMMDD.THHMMSS.WKAGED

            # RECORDS:   NNNN





       THE CREATION OF THE FILE FOR DOWNLOAD HAS BEEN COMPLETED

NOTE: THIS FILE WILL ONLY BE AVAILABLE FOR TWO (2) DAYS

==> ________  PF1=HELP     PF3=QUIT     PF12=MENU
```

The file name displays with the following specifics filled in:

xxxx	your HCFA TSO User ID
yymmdd	the current year, month, and day
hhmmss	the current hour, minute and second

This file will be created during the online processing. This information should be written down to allow you to reference it later (this message will not be displayed again). This file is stored on a temporary pack, and will be deleted after two days. The file may be browsed through TSO. See Section 5.2 (page 5-5) for details.

The screen also displays the total number of records in the file by NNNN.

Type the following command on your PC to receive the file:

C:\RECEIVE C:\yourfile 'xxxx.@BGD5050.DYYMMDD.THHMMSS.WKAGED' ASCII CRLF

where the following information is part of the command:

- 'your file' is the drive, directory, and filename where you would like the file to be stored on your PC
- xxxx is your HDC TSO User ID
- yymmdd is the current year/month/day
- hhmmss is the current hour/minute/second

6.3.9.7 View Exceptions

This option allows you to display a list of rejected Working Aged records that have been returned from GHI/CWF.

The first selection criteria screen as described in the CHANGE option (page 6-34) displays to allow you to specify limits for transaction selection. In this option, the TRAN TYPE or STATUS fields do not display, and the entry date is required.

```
09/14/1998            (TOXX)  VIEW WORKING AGED EXCEPTIONS  (MCCOY)                11.7.7
PAGE: 001 OF 001
                                 CONTR                                          WA        WA
CLAIM #            NAME            #        DOCUMENT #          SP CODES        START    END
--------------     ----------   --------   -------------------  -----------    -------  -------
999999999A         ACEVED J     H9999      H99999801220215      57             03/1992  10/1992
999999999A         AVANZA P     H9999      H99999801270259      26             01/1992  07/1997
999999999A         BUCHMA N     H9999      H99999801290334      26             07/1993  04/1997




                                           LAST PAGE
==> ___________ PF1=HELP                     PF3=QUIT                     PF6=DECODE
                PF7=PAGE-                    PF8=PAGE+                    PF12=MENU
```

When the screen displays, the cursor is positioned at the end of the line of the first exception.
To display an explanation of the SP codes which detail why a specific record became an exception, position the cursor at the end of the line displaying the desired record and press <PF6>. A screen showing the specific record, the associated codes, and a description of each code displays.

```
09/14/1998                    (TOXX) TRANSACTION ERROR CODES FOR (MCCOY)          11.7.7

999999999A   HOWARD   H9999   H99999801280295

    SP CODE: 57 - TERM DATE GREATER THAN 6 MONTHS BEFORE DOA











==> _________  PF1=HELP     PF3=QUIT
```

A list of the current HUSP Transaction Error Codes is displayed below.

Error Code	Description
SP11	Invalid MSP transaction record type (HUSP, HISP, HBSP)
SP12	Invalid HICN
SP13	Invalid beneficiary surname
SP14	Invalid beneficiary first name initial
SP15	Invalid beneficiary date of birth
SP16	Invalid beneficiary sex code
SP17	Invalid contractor number
SP18	Invalid document control number
SP19	Invalid maintenance transaction type (ADD/CH or DEL)
SP20	Invalid validity indicator
SP21	Invalid MSP code (A, B, D, E, F, G, H or I)
SP22	Invalid diagnosis code (1-5, spaces allowed)
SP23	Invalid remarks code (1-3, spaces allowed)
SP24	Invalid insurer type (A through M, spaces allowed)
SP25	Invalid insurer name
SP26	Invalid insurer address 1 and/or address 2
SP27	Invalid insurer city

Error Code	Description
SP28	Invalid insurer state
SP29	Invalid insurer zip code
SP30	Invalid policy number
SP31	Invalid MSP effective date
SP32	Invalid MSP termination date (must be numeric)
SP33	Invalid patient relationship
SP34	Invalid subscriber first name
SP35	Invalid subscriber last name
SP36	Invalid employer id number
SP37	Invalid source code (A through S, spaces valid)
SP38	Invalid employee information data code (P, S, M, F)
SP39	Invalid employer name
SP40	Invalid employer address
SP41	Invalid employer city
SP42	Invalid employer state
SP43	Invalid employer zip code
SP44	Invalid insurance group number
SP45	Invalid insurance group name
SP46	Invalid pre-paid health plan date
SP47	Beneficiary MSP indicator not on for delete transaction
SP48	MSP auxiliary record not found for delete transaction
SP49	MSP auxiliary occurrence not found for delete transaction
SP50	Invalid function - contractor number not authorized to update or delete
SP51	MPS aux record has 17 occurrences - can't replace
SP52	Invalid patient relationship code
SP53	MSP code B or G overlaps another code A, B, or G
SP54	MSP code A, B or G in conflict with bene age of 65
SP55	MSP effective date is less than A or B entitlement date
SP56	MSP PHP date in conflict with effective or term date
SP57	Term date greater than 6 months before Date of Accretion (DOA)
SP58	Invalid insurer type, MSP code and validity combination
SP59	Invalid insurer type and validation combination
SP60	Other insurer type for same period on file (non J or K)
SP61	Other insurer type for same period on file (J or K)
SP62	Incoming term date is less than MSP effective date
SP66	MSP effective date is > other match occurrence effective date
SP67	Incoming term date is less than provident term date
SP68	Incoming provident HUSP cannot update existing HUSP
SP69	Updating contractor number is not = header contractor #
SP70	IEQ claims must have a source code of "O"
SP71	Source code on MSP AUX File and MSP Transaction Record is different.

Note: More detailed information concerning these codes can be found in Appendix J.

6.3.10 View Beneficiary Factors (Option 8)

When Option 8 from the Plan Options Menu is selected, the PLAN BENEFICIARY SELECTION CRITERIA screen displays. It enables you to view the beneficiary factors.

```
09/11/1998        (TOXX) PLAN BENEFICIARY SELECTION CRITERIA (MCCOY)
11.8



                       CLAIM NUMBER ___________     (INCLUDING BIC)



                 ENTER BENEFICIARY SELECTION CRITERIA

==> ________ PF3=QUIT
```

To select the specific beneficiary record to be viewed, type the claim number in the "CLAIM NUMBER" field and press <ENTER>. Do not forget to include the Beneficiary Identification Code (BIC) at the end of the claim number (e.g., 999999999A). The system then checks that the chosen record is a member of your Plan before permitting access. Railroad Board numbers have the BIC at the beginning of the claim number (e.g., A999999999 or WA999999999).

If access is denied, either because the beneficiary is not a member of your Plan or because the claim number cannot be found, the system displays a message. The system also displays a message if the beneficiary has no factors.

If a valid claim number is entered, the View Beneficiary Factors screen displays.

```
10/31/97         (XXXX)  VIEW BENEFICIARY FACTORS  (1 OF 1)         11.8.1

999999999A     MULDUR, FOX A             DATE OF BIRTH: 04/24/1930  SEX: M

   CONTRACT     PARTA FACTOR    PARTB FACTOR     START DATE         END DATE

 1   H9999          1.3300          0.6600       01/01/1997       06/30/1997
 2   H9999          1.2345          1.0123       07/01/1997

==> ___________ PF1=HELP     PF3=QUIT     PF7=PAGE-     PF8=PAGE+
                             PF12=MENU
```

This screen displays detailed information for the claim number selected on the previous screen. This includes personal information (such as name, date of birth, and sex), claim number, contract number, factors for parts A and B, and contract start and end dates.

This screen is display-only. No alterations can be made to the data.

To obtain a hard copy of the information on this screen, press the "PRINT SCREEN" key. The text currently displayed on your terminal is sent to your printer.

The <PF7> key appears on screens where the user can page backward. The <PF8> key is used to page forward to display additional beneficiary factors information and appears only on screens where the user can page forward.

6.4 System Logoff

Now that you have learned about the MCCOY system, how to get in and how to use it, the last step is how to get out. To do this, press <PF3> until you reach the following screen. This is displayed after exiting the Plan Options Menu.

```
                   YOU HAVE LEFT THE MCCOY SUBSYSTEM


                TYPE     LOGOFF    TO EXIT MODEL 204
>
```

To exit the system entirely, type "LOGOFF" at the prompt.

If you want to reenter the system, type "MCCOY" at the prompt.

SECTION 7. USING THE GROUCH SYSTEM

7.1 System Description

The online GHP Report Output User Communication Help (GROUCH) System is used to select GHP Monthly report(s) or portions of report(s) to be transmitted electronically. This system enables the user to build a transmission data set with selected reports and data, and to browse the reports and data online. Plans may browse the data for the particular contracts to which they have access. To transmit the reports and data to your site, use RLINK4, NDM-PC, or NDM (host).

Developed by the Office of Information Services (OIS), GROUCH is maintained in OIS by the Division of Managed Care Systems (DMCS). The GHP reports and data that may be selected are listed here:

1. Transaction Reply / Monthly (available in data format and/or report layout)
2. HMO Bill Itemization
3. Monthly Summary of Bills
4. HCFA Plan Payment
5. Payment Records
6. Monthly Membership (Detail) and Monthly Membership Summary reports (available in data format, report layout, magnetic tape, or paper)

7.1.1 System Contact

If you do not have access to GROUCH (MCCOY), contact Joanne Weller at (410) 786-5111. If you have problems accessing the HDC, contact:

Outside Maryland:	1-800-562-1963
Inside Maryland:	1-410-786-2580

If you have problems accessing the GHP reports, contact the DMCS Action Desk at (410) 786-6370.

7.1.2 GROUCH Users

Users of GROUCH are the Plan employees who need to receive the GHP Monthly reports electronically.

7.2 Accessing GROUCH

7.2.1 Requirements

To access GROUCH, you need a valid HDC User ID and password. The User ID is a four-character string; the password is a string of four to eight characters. The HDC assigns you an initial password along with the User ID.

You are permitted to change your password at any time, but the system requires you to change the password every 60 days. You may not reuse a password that was used before unless it is older than four changes.

Should you forget your password, call your RACF Administrator (see Appendix G for a list of RACF Administrators) or the HCFA Action Desk for assistance in correcting the situation. Should you make an error when you are entering your password, you may get locked out of HDC. Should that happen, reboot your system and try again. If you still cannot get in, call the HCFA Action Desk for help at 1-410-786-2580 or 1-800-562-1963.

7.2.2 System Logon

The HDC Logo screen appears when you have successfully made a connection with the HCFA Data Center mainframe.

```
                   DEPARTMENT OF HEALTH AND HUMAN SERVICES           Terminal
                               HCFA DATA CENTER                      LU08C203

                                          //
                   HH      HH    DDDDDDD///      CCCCCCC
                   HH      HH     DD   ///D     CC      CC
                   HH      HH     DD  ///DD     CC      CC
                   HHHHHHHHHH     DD /// DD     CC
                   HHHHHHHHHH     DD -///DD     CC
                   HH      HH     DD /// DD     CC      CC
                   HH      HH     DD///  DD     CC      CC
                   HH      HH    DD///DDDD       CCCCCCC
                                  //
                        OFFICE OF COMPUTER OPERATIONS

               PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
          (THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)

  ]]]]] PLEASE HIT PF12 AT THE APPLICATION MENU FOR  LATEST HCFA NEWS ]]]]]
```

At this point, dial-up users are required to type in their User ID and password. Once this is done, they must press <ENTER> to access the HCFA Application Menu. The bold line appears only in dial-up connections.

Users who connect through a terminal emulator may simply press <ENTER> from this screen without entering any information.

The Application Menu then enables you to select the system you wish to access.

```
PAGE 1 of 3 ......... A P P L I C A T I O N   M E N U ......................
08/12/92 09:02                                          TERMINAL - LU08C203

      ***** DATA CENTER WILL BE FULLY OPERATIONAL SUNDAY 8/9/92 ******
      ****** OCO HAS ESTABLISHED A STATUS PHONE 410-786-2599. ********
      **************************************************************
.............................................................................

               1   TSO        ACTIVE     Application Development
               2   CICS       ACTIVE     CICS Production System
               3   TESTCICS   ACTIVE     CICS Test System
               4   M204PRD1   ACTIVE     MODEL204 Production Region
               5   M204PRD2   ACTIVE     MODEL204 Version 2 Production
               6   WYLBUR     ACTIVE     WYLBUR Online System
               7   IDMSTEST   ACTIVE     IDMS/CV100 Database System
               8   HDID       ACTIVE     HI/SMI Beneficiary Online Inquire
               9   M204PRD3   ACTIVE     Oscar/Cafm/Casr/Crowd

              Select application ==> 1_
                                                                 more . . .
.............................................................................
PFK  1   H E L P           PFK 12   ** HDC NEWS**      PFK  3   HDC LOGO
PFK  7   PAGE BACK                                     PFK  8   PAGE FORWARD
PFK  2   APPLICATION INFO                              PFK 11   UTILITIES
```

To access the GROUCH System, type "1" (TSO) in the "Select Application" field and press <ENTER>. This displays the TSO Logon screen shown below.

```
  IKJ56700A ENTER USERID -
```

Enter your USERID on this screen and press <ENTER>.

The TSO Logon screen (shown below) appears.

```
-----------------------------  TSO/E  LOGON ---------------------------------

   ENTER LOGON PARAMETERS BELOW:                    RACF LOGON PARAMETERS:

   USERID    ===> TOXX

   PASSWORD  ===>                                   NEW PASSWORD ===>

   PROCEDURE ===> $TSUSER                           GROUP IDENT  ===>

   ACCT NMBR ===> 7XX7XX95000D

   SIZE      ===> 2048

   PERFORM   ===>

   COMMAND   ===> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'


   ENTER AN 'S' BEFORE EACH OPTION DESIRED BELOW:

          -NOMAIL         -NONOTICE         -RECONNECT        -OIDCARD

PF1/PF13==> Help   PF3/PF15==> Logoff   PA1==>Attention    PA2==>Reshow
              You may request specific help informaton by entering a ‘?’ in any
entry field
```

On the TSO Logon screen, log on with your User ID, password, and account number (shown in the 7XX7XX9500 format on this screen). Also, in the COMMAND line, enter the following command:

EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'

Since this command remains on the TSO Logon screen, you need to enter it only the first time you log on.

Once the system logs the user on, the ISPF/PDF PRIMARY OPTION MENU then displays.

```
--------------------------   ISPF/PDF PRIMARY OPTION MENU   -----------------
OPTION  ===>  TSO GROUCH
                                                              USERID  - TPXX
 0   ISPF PARMS   - Specify terminal and user parameters    TIME      - HH:MM
 1   BROWSE       - Display source data or output listings  TERMINAL  - 3278
 2   EDIT         - Create or change source data            PF KEYS   - 12
 3   UTILITIES    - Perform utility functions
 4   FOREGROUND   - Invoke language processors in foreground
 5   BATCH        - Submit job for language processing
 6   COMMAND      - Enter TSO Command, CLIST, or REXX exec
 7   DIALOG TEST  - Perform dialog testing
 8   LM UTILITIES - Perform library administrator utility functions
 9   IBM PRODUCTS - Additional IBM program development products
10   SCLM         - Software Configuration and Library Manager
 C   CHANGES      - Display summary of changes for this release
 H   HCFA         - HCFA Software Products
 T   TUTORIAL     - Display information about ISPF/PDF
 X   EXIT         - Terminate ISPF using log and list defaults


 Enter END command to terminate ISPF.

F1=HELP     F2=SPLIT    F3=END      F4=RETURN      F5=RFIND      F6=RCHANGE
F7=UP       F8=DOWN     F9=SWAP    F10=LEFT       F11=RIGHT     F12=RETRIEVE
```

If the bottom two rows of the screen display the PF key assignments, enter **PFSHOW OFF** in the option field OPTION ===> and press <ENTER> to remove the lines prior to entering GROUCH. After exiting GROUCH, if you would like the PF key assignments to display, enter **PFSHOW ON** in the option field OPTION===> and press <ENTER>.

Type **TSO GROUCH** in the option field OPTION ===> and press <ENTER>. The main screen for the GROUCH System displays.

7.3 GROUCH Options

The main screen for the GROUCH System is shown below.

```
98/09/11   ---------   GHP REPORT OUTPUT USER COMM HELP   ---------   TOXX
OPTION  ===>
        Plan: H9999                  PROD              Date: 09  1998

        Transmit File KB56.@BGD5050.RECEIVE.DATA   _ (V=View,C=Clear, Z=Zip)
        Please mark desired reports with one of the following codes:
          T Build Transmit File                V View Report/Data
          P Build Transmit File for PC Print    D Data Format

                                      DATA
        V Transaction Reply/Monthly     _     Ln  1______ to 10_____
        _ Special Status                _     Ln  _______ to  _______
        _ Beneficiary Adjustments             Ln  _______ to  _______
        _ HMO Bill Itemization                Ln  _______ to  _______
        _ Monthly Summary of Bills            Ln  _______ to  _______
        _ HCFA Plan Payment                   Ln  _______ to  _______
        _ Payment Records                     Ln  _______ to  _______
        _ Capitation                          Ln  _______ to  _______
        _ Demographic                         Ln  _______ to  _______
        _ Semi-Annual Membership        _     Ln  _______ to  _______
        _ Monthly Membership            _     Ln  _______ to  _______
        _ Monthly Membership Summary    _     Ln  _______ to  _______

            Press <ENTER> to Continue    PF1=HELP    PF3=QUIT
```

Note: At the time of this release, the Semi-Annual Membership report was still temporarily listed on the GHP Report Output User Comm Help screen. This report will be deleted from the screen and the Monthly Membership (Detail) and the Monthly Membership Summary reports will replace it.

Description of GROUCH Options

1. To View or Clear Transmit File: _ (V=View, C=Clear)

   You may view the dataset or clear the dataset file for the next transmission. Follow the instructions in Section 7.3.3 (page 7-10) and Section 7.3.4 (page 7-10).

2. T=Build Transmit File

   You may select reports or portions of reports to be transmitted. Follow the instructions in Section 7.3.2 (page 7-8).

3. P=Build Transmit File for PC Print

   You may select reports with this option to build a PC-printable transmit file. Do not use this option to select a report in data format; instead, use the "T" option. Follow the instructions in Section 7.3.2 (page 7-8).

4. V=View Report/Data

   The Browse option enables you to view the monthly reports and data online. The individual files created for each report can be browsed directly by selecting the report you want to browse from the main GROUCH Menu screen. When you are finished browsing, you are returned to the main GROUCH Menu screen. Follow the instructions in Section 7.3.1 (page 7-7).

5. D=Data Format

   If you have requested the data format option for the Transaction Reply/Monthly and Special Status, then both the report layout format and data format will be available for that report. The Monthly Membership is only available in data format. You can select to view or build a transmit file to receive the reports electronically. If you enter "D" in the DATA field next to the Transaction Reply/Monthly, Special Status, or Monthly Membership reports, then you will be selecting the data format. **If the DATA field is left blank, then the report will default to the report layout format.** Follow the instructions in Section 7.3.1 (page 7-7) or Section 7.3.2 (page 7-8), depending upon the function you want to perform.

   For HELP, press <PF1>. To exit GROUCH, press <PF3>.

7.3.1 View Report/Data

In order to view your GHP Monthly reports/data and Membership reports (Detail or Summary) online, use the View Report/Data option. This option is also helpful in selecting line numbers of a report when you need to transmit only a portion of a report.

To view the reports online, follow these steps:

1. Enter the Plan Number.

2. The DATE field defaults to the most current month and year for which the reports are available. To view prior months reports, enter the numeric month and year. You may access prior months reports for up to one year.

3. Enter "V" next to each report that you wish to view and press <ENTER>. When the report displays, you can see the line numbers for the report. It is helpful to know the line numbers should you have problems transmitting your report and wish to transmit a portion of the report that was not received. Use <PF7> to page backward and <PF8> to page forward in the report.

4. If you wish to view only a certain portion of a report, enter the first and last line number of that portion to the right of the report.

5. If you wish to view the data format for the Transaction Reply/Monthly, Special Status, or Monthly Membership reports, then enter "V" next to the report and enter "D" in the DATA field and press <ENTER>. If the DATA field is left blank, then the report will default to the report layout format. The data format is only available if it has been requested by the Plan.

6. To return to the GROUCH screen, press <PF3>.

Note: The reports are archived by the system after 30 days and deleted after a year. If the report is archived, you receive a message asking you whether you would like to restore the dataset for each report that is archived. Answer "Y" for yes. It takes a few minutes for the reports to restore. When you press <ENTER>, you eventually see a message telling you the dataset has been restored. Then you are able to view the reports.

7.3.2 Build Transmit File

To build a file for transmission to receive your GHP monthly reports, follow these steps:

1. The build transmit file options "T" and "P" build a dataset for your transmission. If you are building a file for a new transmission, please clear the transmit dataset prior to building your transmit file. To clear the dataset, enter "C" in the line "To View or Clear Transmit File: " and press <ENTER>. A message displays telling you that your dataset has been deleted.

Note: If you are using GROUCH for the first time and have not used the Build Transmit File functions, you do not have a dataset to clear. The Transmit file is built for you when you select the reports to receive.

2. Enter the contract number in the PLAN field.

3. The DATE field defaults to the most current month and year for which the reports are available. To select prior months reports, enter the numeric month and year. You may access prior months reports for up to a year.

4. Enter a "T" next to each report you wish to receive and press <ENTER>. A message displays telling you that the reports you selected are being added to your Transmit File. If you are printing the report at a PC printer, use a "P" to select the report instead of a "T". The "P" option converts the page control characters to enable proper paging when printing from a PC. **DO NOT** use the "P" option to select a report in data format instead use the "T" option. You may use the "T" and the "P" together in selecting the reports to receive. For example, if you are printing the Transaction Reply/Monthly Activity report at a PC printer, then select the report with a "P"; if you want to receive the Special Status report but will not be printing this report at a PC printer, select the report with a "T". After entering "P" or "T" next to all the reports you

wish to receive, press <ENTER>. Press <ENTER> when the messages are at the bottom of the screen to continue building the transmit file. When the last report is added, press <ENTER> to return to GROUCH.

5. If you wish to build a transmit file containing the data format for the Transaction Reply/ Monthly, Special Status, or Monthly Membership reports, then enter "T" next to the report and enter "D" in the DATA field and press <ENTER>. If the DATA field is left blank, the report will default to the report layout format. The data format is only available if it has been requested by the Plan.

6. Once your Transmit File is built, you can view what is in your dataset by entering "V" next to "To View or Clear Transmit File:" and pressing <ENTER>. For additional information on viewing your Transmit File, see Section 7.3.3 (page 7-10). Notice that each report is followed by a trailer that contains asterisks, the contract number, and the associated number of the report. The associated number of the report refers to the order in which the reports appear on the GROUCH screen. For example, the Transaction Reply/Monthly Activity report is the first report on the screen and its associated number is "01". Press <PF3> to return to the GROUCH screen.

7. If you have multiple contract numbers for which you wish to receive reports using only one transmission, you can continue to append the reports for the other contracts into your Transmit File. Notice that your prior selections have not been cleared. This enables you simply to change the contract number at the top of the screen and press <ENTER>. You can also modify the DATE field or select different reports for the other contracts.

8. If you wish to select only a certain portion of a report for transmission, enter the first and last line numbers of that portion of the report that you wish to receive.

Note: To find the line numbers, use the View Report/Data function.

9. Once you have created your Transmit File, you are ready to transmit the file. Follow the instructions in Section 7.4 (page 7-12).

Note: The reports are archived by the system after 30 days and deleted after one year.
If the report is archived, you receive a message asking you whether you would like to restore the dataset for each report that is archived. Answer "Y" for yes. It takes a few minutes for the reports to restore. When you press <ENTER>, you eventually see a message telling you the dataset has been restored. Then you are able to view the reports.

7.3.3 View Transmit File

The Transmit File is a sequential file that is created by the GROUCH System; it is your own private file containing the GHP Monthly reports that you have selected to transmit to your site. The Transmit File will be archived when it has not been used in 30 days. You are prompted with a message to ask whether you would like to restore the file. Enter "Y" for Yes to restore the file. When the system has completed restoring the file, you see a message after you press <ENTER>.

Once you have built your Transmit File using the steps in Section 7.3.2 (page 7-8), enter a "V" next to "To View or Clear Transmit File:" and press <ENTER>. The reports/data contained in the file display for you to view. If the file contains all the reports/data that you want to transmit, then follow the instructions in Section 7.4 (page 7-12). To return to the GROUCH screen, press <PF3>.

To prepare the Transmit File for your next transmission, you want to clear the dataset. Otherwise, when you select reports/data in building the transmit file, the reports/data are appended to the end of the Transmit File. Follow the instructions in subsection 7.3.4 (page 7-10).

7.3.4 Clear Transmit File

The reports/data that are contained in your Transmit File are not automatically deleted between each transmission. Prior to building your transmit file, you want to clear the Transmit File when you are preparing for a new transmission.

To clear the Transmit File, enter "C" next to the "To View or Clear Transmit File:" and press <ENTER>. You receive a message stating that the Transmit File has been deleted and a new dataset is created when you build your transmit file.

If this is the first time you have used GROUCH and have never built the transmit file, you receive a message that the Transmit File does not exist and the dataset is created when you build your transmit file.

7.3.5 Building a Zipped Transmit File

Zip Grouch allows for compression of report files that will be downloaded to a PC. To access Zip Grouch you would do the following:

1. At the ISPF option menu -- Type TSO Grouch.

2. Clear your receive dataset by selecting Option “C” at the top of the menu. User will see the following message:

   ****
   AS REQUESTED THE TOXX TRANSMIT FILE HAS BEEN DELETED. IT WILL BE REBUILT UPON YOUR NEXT P/T REQUEST
   ****

3. Build the receive dataset by selecting a report with “P”, **not** “T”. User will see the following message:

   ****
   HXXXX 09 1998 PLANPAY ADDED TO TOXX TRANSMIT FILE
   ****

Note: HXXXX = PLAN CONTRACT NUMBER
TOXX = USER ID

4. After the build is complete, at the top of the screen, next to the receive dataset name, enter “Z” for zip. You will get a message similar to the following:

   ****
   JOB XXXXZIP Submitted to create XXXX.@BGD5050.ZIP WITH MAINFRAME EBCDIC CONVERSION TO PC ASCII
   ****
   ****
   PLEASE WAIT FOR JOB COMPLETION NOTIFICATION BEFORE ACCESSING YOU RECEIVE DATASET AGAIN
   ****

//
ENTER Y IS ZIP JOB COMPLETION MESSAGE HAS BEEN RECEIVED OR TO RETURN TO GROUCH MENU
ENTER J TO CHECK ZIP JOB STATUS
//
ENTER RESPONSE:

5. Press ENTER to return to the GROUCH Screen.

6. When the job completes, you will get a message similar to the following:
   09.46.00 JOB02400 $HASP 165 XXXXZIP ENDED AT HCFJES CN(INTERNAL)

7. Now you can download the file. Exit ISPF and return to the READY PROMPT.

8. Use you DOS prompt on your PC and change to the directory of the zip file and enter PKUNZIP XX.YYY (which is the PC file name you chose for the download).

7.4 Transmitting Your GHP Monthly Reports

In preparing your GHP Monthly reports for transmission, you must create a Transmit File to transmit. The Transmit File is created through GROUCH. For additional information on GROUCH, see subsection 7.3 (page 7-6). If you do not want to use GROUCH to create a Transmit File and would like to transfer each report separately, then you need the dataset naming convention of the individual report/data files. The following is a list of the naming conventions for each individual report:

1. Transaction Reply/Monthly:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.TRNREPLY (report layout format)
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.TRNDATA (data format)

2. HMO Bill Itemization:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.BILLITEM

3. Monthly Summary of Bills:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.SUMBILLS

4. HCFA Plan Payment:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.PLANPAY

5. Payment Records:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.PAYRECDS

6. Monthly Membership (Detail):
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.MONMEMR (report layout format)
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.MONMEMD (data format) (report layout format not available at this time.)

7. Monthly Summary Membership:
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.MONMEMSR (report layout format)
   HKH.@BGD5050.PLN<u>XXXXX</u>.R<u>MMYYYY</u>.MONMEMSD (data format)

8. Beneficiary Adjustment Summary:
   HKH.@BGD5050.PLN<u>XXXX</u>.RMMYYYY.BRSMADJ (report layout format)
   HKH.@BGD5050.PLN<u>XXXX</u>.RMMYYYY.BRSMDATA (data format)

Note: <u>XXXXX</u> should be replaced with your contract number and <u>MMYYYY</u> should be replaced with the payment month and year of your report. For example, if the reports are for the payment date of January 1995, replace the date with 011995.

For the record layouts of the Transaction Reply/Monthly Activity, Special Status, and Monthly Membership reports, see Appendix C. All datasets have been created with a record length of 133.

If you are using GROUCH and have created your Transmit File, the naming convention is as follows (where TOXX is your User ID):

TOXX.@BGD5050.RECEIVE.DATA

Whether you use GROUCH or want to transmit an individual file, you may transfer this file using either RLINK4, provided by HCFA, NDM-PC, or NDM Host.

If you are transmitting your file using NDM-PC or NDM Host, then follow the instructions in your NDM manual for transmitting a file.

If you are transmitting your file using RLINK4, then follow these steps:

Note: For our example, we are using the Transmit File name, if you want to transfer another file, replace the Transmit File with the file name of the file you want to transfer.

1. You are connected to the HDC and have logged onto TSO.

2. While the word READY is on your screen in TSO (if in ISPF, Type '=X' at the OPTION===> prompt and press <ENTER> to get to the READY prompt), press both <SHIFT> keys at the same time. This is called a HOT KEY and is used to toggle between RLINK4 or your mainframe session and your PC's DOS.

3. You may want to check to see how much free space you have available on your PC in order to store your Transmit File. For example, to store 1,000 lines of a report with a record length of 132 in ASCII format on a PC, it would take 94,868 bytes.

4. Once you have returned to your PC's DOS, you can submit the following command to receive your file:

   C:\>RECEIVE *your DOS file* '(your ID).@BGD5050.RECEIVE.DATA' ASCII CRLF

Note: *Your DOS file* should be replaced with the drive, directory, and filename where GROUCH reports are to be stored on the PC. For example, if you want to store the reports on your C: drive, name the PC file REPORT.DAT. Then execute the RLINK4 RECEIVE command listed above.

Note: **C:\>** is the system prompt from your C: drive. This is not to be typed in.